

BRISTOL TOWNSHIP  
REQUEST FOR PROPOSALS  
POLICE SURVEILLANCE CAMERA SYSTEM DESIGN, PROCUREMENT AND  
INSTALLATION

Bristol Township is a suburban township of approximately 55,000 residents located 20 miles northeast of Philadelphia, Pa and 10 miles southwest of Trenton N. J. The Township encompasses 17 sq miles with 170 miles of township and state roads There are thirty one public parks, two high schools, a vocational technical high school, two middle schools and ten elementary schools. The township deploys a police force of 75 sworn officers providing full comprehensive police services. The Township employees 200 full and Part time employees and has budgets totaling \$34 million dollars.

The Township has a federally designated Weed and Seed Community and several other areas that have experienced higher than normal criminal activity especially involving illegal drug trafficking. In order to more efficiently combat the criminal activities, the Township has begun to rely on more technology to assist the officers with their investigations and surveillance of known high crime areas.

Bristol Township is seeking proposals for a state of the art surveillance camera system that is to be deployed at various locations through out Bristol Township. The services required include design/ engineering of the camera system, preparation of bid specifications, analysis and recommendations of bids received and construction supervision of the installation.

Sealed proposals will be accepted at the Bristol Township Municipal Building, 2501 Bath Road, Bristol, Pa 19007. Proposals shall be marked "Surveillance Camera RFP" and submitted to the office of the Managing Director no later than 4 pm on May 21, 2010

Interested consultants may obtain copies of the RFP at the municipal building. A pre-proposal conference is scheduled for 10 am on May 7th at the Municipal Building. Questions regarding this RFP can be directed to Police Chief James Mc Andrew.

## **Scope of the Project**

Bristol Township is soliciting proposals for the design, bidding and installation supervision of a wireless network that will incorporate a video surveillance system consisting of cameras and video monitoring, recording and management software. The video surveillance system shall take advantage of modern IP-based security equipment and allow the creation of a flexible and scalable distributed architecture platform, e.g., the entire system can be managed from remote sites and its use limited only by the network bandwidth. In addition, the wireless network and video surveillance system will allow for the future implementation and integration of other technologies (e.g. bar code scanning) and security systems implemented at the Township in the coming years (i.e. card readers, real time connectivity with other departments and agency responders). Currently the Township has a total of \$400,000 of federal and Township dedicated funding for the system design, bidding the purchase and installation of cameras (with necessary wireless access points), digital video recording software and hardware. In the development of the RFP, please review the following system requirements to assist you with your proposals.

## **Requirements**

### **General Requirements**

- 1) The surveillance system shall operate 24 hours a day 365 days per year in all typical types of weather for the northeast (i.e. rain, wind, fog, snow).
- 2) The surveillance system shall be easy to learn and use such that personnel are able to operate the system after a 4-hour training, and repairable at the component level (i.e. troubleshoot and replace it if it is broken) by Township personnel without jeopardizing warranties.
- 3) The surveillance system shall be scalable to incorporate additions including additional cameras and viewing stations.
- 4) The wireless network should be 99.9% reliable and expandable.
- 5) The wireless network will have the capability to securely connect offices in the police station and mobile police vehicles.
- 6) The wireless network should be scalable to allow future integration of new technology the Township may use in the future.
- 7) The wireless access points should be weatherproof or housed in secure weatherproof boxes along with NEMA type weather-proof UPS kits.
- 8) Installation must be completed, including commissioning and training as per mutually agreed schedule upon award of contract. Documentation shall include, at a minimum, one printed and one electronic version of manuals and warranties, one printed user's manual for the Police Station, warranty information and system as-built records.

### Camera Requirements

- 1) All cameras shall be IP-based and be connected wirelessly to the network.
- 2) Each camera shall have an individual setup for brightness, contrast, color and hue to be controlled remotely over the network.
- 3) Camera configurations shall be configurable remotely over the network.
- 4) Cameras should be weatherproof or housed in a NEMA type secure weatherproof enclosure.
- 5) Vendor must provide outdoor power supply options.
- 6) Cameras must be capable of continuous recording or motion-activated recording.
- 7) Cameras should be capable of capturing video in full daylight and with low light or “deep twilight” conditions. At times, some cameras will be able to take advantage of nearby artificial night-time lighting.
- 8) The number of cameras is not being specified. The Vendor should propose their recommended total number of cameras and type (i.e. fixed, PTZ, infrared) of camera for each area to provide monitoring as required by the department.
- 9) All cameras shall have a frame rate of at least 8 fps at the maximum camera resolution using standard video compression standards such as Mpeg-4, and wireless security (i.e., WEP, TKIP, multiple user access levels with password protection, IP address filtering).

### Hardware & Software System Requirements

#### Hardware

#### Server/Data Storage:

- 1) The Vendor shall appropriately size and propose a server/data storage for the video surveillance system.
- 2) The server/data storage must be capable of storing video input from all cameras for 30 days.
- 3) The storage system shall be scalable for future needs; expansion limitations need to be documented.
- 4) The server/data storage must be equipped with redundant disk drives.
- 5) The server/data storage will be located in the Information Services department (in the main police administration building).
- 6) The Vendor will install and configure the server/data storage.
- 7) The Vendor will also provide an uninterruptable power supply (UPS) to handle an orderly shutdown of the proposed server.

#### Monitoring stations:

- 1) There shall be one central monitoring station located at the municipal police station.
- 2) The O/S shall be Windows XP Pro Service.
- 3) The station shall have a minimum of Dual Core Processor, 4 gigabytes ram, USB keyboard and mouse connection, and at least a 22”LCD monitor (to display cameras/software as proposed).

## Software

- 1) The system shall support a network client and a web client. (Note: the network client is software that allows the users with proper rights/permissions to view live or recorded video. The web client has the same functionality as the network client without the need to install software. Current workstations are running Windows XP standard with Office 2007.)
- 2) The system should be able to detect and log non-functioning cameras.
- 3) User interface software should allow search and retrieval of stored video. Surveillance video and images should be associated with metadata, such as time and date, originating camera, etc. Users shall be able to search for surveillance data according to the metadata.
- 4) The system shall produce output in a format that is compatible with the Windows environment and can be saved on a network drive or DVD data disk. (Want capability to store certain incidents more than 30 days on network drive or capability to burn to a CD/DVD.) Export to a CD-R or DVD-R in a format that can be by default played in an existing Network media player.
- 5) The system shall allow the user to capture still images from video. The system shall allow users to print color still images. Ability to output still images in JPEG format and at least one other format such as BMP or TIFF.
- 6) The system shall allow users to view real-time and recorded video surveillance video.
- 7) The systems shall allow users to pause, fast-forward, step through forwards and backwards and rewind video.
- 8) The system shall provide the functionality to manage the system at an administrative level with the capabilities to perform such activities as adding users, changing passwords, granting or denying permissions to cameras or deactivating a user.

## **PROPOSAL CONTENT & FORMAT**

In order to facilitate the analysis of responses to this RFP, Vendors are required to prepare their proposals in accordance with the instructions outlined in this section. Each Vendor is required to submit the proposal in a sealed package. Vendors whose proposals deviate from these instructions may be considered non-responsive and may be disqualified at the discretion of Bristol Township.

Proposals should be prepared as simply as possible and provide a straightforward, concise description of the Vendor's capabilities to satisfy the requirements of the RFP. Emphasis should be on accuracy, completeness and clarity of content. All parts, pages, figures and tables should be numbered and clearly labeled. The proposal should be organized into the following major sections:

**Executive Summary**

**Company Background**

**Pricing**

**Project Timeline**

**Training**

**Client References**

**Non-Discrimination**

**Non-Collusion and Conflicts Of Interest Form**

**Additional Information**

**EXECUTIVE SUMMARY:** This part of the response to the RFP should be limited to a brief narrative highlighting the Vendor's proposal. The summary should contain as little technical jargon as possible and should be oriented toward nontechnical personnel. The complete name of the firm or person(s) submitting the proposal, the main office address, the primary and secondary contact person(s) and their respective telephone numbers should be included in this section.

**COMPANY BACKGROUND:** Vendors must provide the following information about their company (used for design & installation) so that Bristol Township can evaluate the Vendor's stability and ability to support the requirements set forth in the response to the RFP. The Vendor should outline the company's background, including:

- \* How long the company has been in business, or describe predecessor firms of the key personnel.
- \* A brief description of the company's size and organization.
- \* Biographies of Vendor's key design & implementation staff for this project.

**PRICING:** Provide a detailed cost of ownership for the proposed system including the following: all billable costs and other upfront or on-going costs (third party) to the Township for equipment, design, installation, commissioning and training services; all software licensing (e.g. site, per seat, concurrent); and options for pre-paid, multi-year support, maintenance and upgrades. Included with this information should be an outline of what portion of the project (if not the entire project) will be covered by \$400,000. Proposed costs for the project should be broken down by System Design, Bidding and Evaluation of Bids and Installation and Inspection.

**STATEMENT OF WORK & IMPLEMENTATION TIMELINE:** Vendor should provide a detailed timetable for the design of the proposed system. The Vendor should provide an overview of the commissioning process including required coordination with Township personnel. The information should include deliverables for each stage of the project with an estimated completion date.

**TRAINING:** The Vendor should provide an overview of proposed training, including options for onsite or training center services, for up to ten end-users and Information Services personnel. Describe any on-site training to be provided including duration and participants. Detail any other recommended training or expertise needed for Township staff to support the system use.

**CLIENT REFERENCES AND CLAIMS:** Vendors should provide a list of at least two installations during the past five (5) years that are utilizing the proposed system or an earlier version of similar technology. Submit references for fully completed installations to the extent possible. Vendor shall also disclose any contract which was terminated prematurely or for default, or any claim involving Vendor's performance, within the past five (5) years.

**NON-DISCRIMINATION:** No individual shall be excluded from participation in, denied the benefit of, subject to discrimination under, or denied employment in the administration of or in connection with this contract because of race, color, creed, marital status, familial status, religion, sex, sexual orientation, national origin, Vietnam era or disabled veteran's status, age, or disability. The Vendor shall comply with all applicable federal, state and local nondiscrimination laws, regulations and policies.

**COMPLETED REQUIRED FORMS:** Include the completed form at the end of this document.

**ADDITIONAL INFORMATION:** Vendors may use this section to include additional information about their products and services not covered in other sections of the proposal.

**PROPOSAL SUBMISSION:**

One (1) original and two (3) copies of the proposal shall be submitted to:  
Jeff Bartlett, Managing Director  
Bristol Township  
2501 Bath Road  
Bristol Pa, 19007

Proposals are to be submitted in a sealed envelope and marked "Request for Proposal for Video Surveillance". An electronic copy must also be submitted on electronic media or emailed to [jbartlett@bristoltownship.org](mailto:jbartlett@bristoltownship.org)

Deadline for submitting proposals is 4 pm on May 21, 2010 Bristol Township reserves the right to reject proposals received later than that time.

**INQUIRIES:** All questions about the RFP shall be submitted to Chief James Mc Andrew or his designee

**PROPOSAL EVALUATION AND AWARD:** The intent of Bristol Township is to procure a functionally complete, cost-effective wireless network and video surveillance system. Responses to this RFP will be evaluated according to the following criteria:  
Cost elements of the Vendor's proposal  
Hardware features and quality of design.  
Software features and management capabilities  
Qualifications and reliability of Vendor and its personnel  
Support/maintenance  
A committee at Bristol Township will evaluate each proposal, taking into consideration the criteria and methodology set forth in this RFP.

The Township reserves the right to reject any and all proposals and to waive informalities or irregularities in a proposal or in the proposal process. The Township may not necessarily accept the lowest price proposal, but may accept the proposal that the Township determines provides the greatest overall value based upon technical competence, ability to perform in a timely manner, and is the most cost effective. The Township may cancel this RFP or amend its contents at any time prior to acceptance of a proposal. The Township may negotiate with one or more finalists, or may request finalist firms to submit a best and final offer based on any refinements to the Townships requirements.

Proposals shall remain valid and may be accepted up to sixty (60) days after submittal. A recommendation to award will be presented to the Bristol Township Council based upon the proposal evaluation.

## **NON-COLLUSION DECLARATION AND CONFLICT OF INTEREST**

The Vendor declares under penalty of perjury that the following statements are true.

A. The Vendor warrants and covenants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees. For breach of violation of this warranty the Township shall have the right to annul this Agreement without liability or in its discretion to deduct from the Total Price or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

B. The Vendor warrants and covenants that no gratuities, in the form of entertainment, gifts, or otherwise, have been or will be offered or given by the Vendor or any of its agents, employees, or representatives to any official member or employee of the Township in an attempt to secure a contract or favorable treatment in awarding, amending, or making any determination related to the performance of this Agreement.

C. By submission of its proposal, the Vendor covenants that it has no direct or indirect pecuniary or proprietary interest and that it shall not acquire any interest. By submission of its proposal, the Vendor covenants that it has no direct or indirect pecuniary or proprietary interest, and that it shall not acquire any interest that conflicts in any manner or degree with the work, services or materials required to be performed or provided under this Agreement. Furthermore, the Vendor shall not employ any person or agent having any such conflict of interest. In the event that the Vendor or its agents, employees or representatives hereafter acquires such a conflict of interest, it shall immediately disclose such interest to the Port and take action immediately to eliminate the conflict or to withdraw from this Agreement.

D. The Vendor certifies that the proposal submitted is a genuine and not a sham or collusive bid or made in the interest of or on behalf of any person not herein named, and that the Vendor has not directly or indirectly induced or solicited any Vendor on the above work or supplies to put in a sham bid, or caused any other person or corporation to refrain from bidding, and that said Vendor has not in any manner sought by collusion to secure an advantage over any other Vendor.

The Vendor is required to certify performance of the work will not create any conflicts of interest or disclose any actual or potential conflicts of interest by completing and signing one of the following statements:

The Vendor hereby certifies that to the best of its knowledge and belief, performance of the services described in the Scope of Work will not create any conflicts of interest for the Vendor, any affiliates, any proposed sub-consultants or key personnel of any of these organizations.

## **NON-COLLUSION & CONFLICT OF INTEREST AFFIDAVIT**

Commonwealth of Pennsylvania

County of Bucks

I state that I am \_\_\_\_\_ of \_\_\_\_\_ and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the prices and the amount of this bid.

I state that:

1. The prices and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the prices nor the amount of this bid, and neither the approximate prices nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this Contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
5. \_\_\_\_\_, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that \_\_\_\_\_ understands and acknowledges that the above representations are material and important, and will be relied on by the Township of Bristol in awarding the contract(s) for which this RFP is relating. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the Township of Bristol of the true facts for this Contract.

\_\_\_\_\_  
Name and Company Position

SWORN TO AND SUBSCRIBED  
BEFORE ME THIS      DAY OF  
                                         , 2010.

\_\_\_\_\_  
Notary Public

My Commission Expires: