

# REQUEST FOR PROPOSAL

## THE CITY OF VIRGINIA BEACH DOES NOT DISCRIMINATE AGAINST FAITH-BASED ORGANIZATIONS

### City of Virginia Beach

ISSUING OFFICE:

PURCHASING DIVISION  
PRINCESS ANNE EXECUTIVE PARK  
KEMPSVILLE BLDG., 1<sup>ST</sup> FLOOR  
2388 COURT PLAZA DRIVE  
VIRGINIA BEACH, VA 23456

TELEPHONE: (757) 385-4438

**PLEASE FILL IN COMPANY NAME & ADDRESS IN  
THE SPACES PROVIDED BELOW:**

**DATE:** July 8, 2011

Attention of Offeror is Directed To Section 2.2-  
4367 – 2.2-4377 of Virginia Public Procurement Act  
(VPPA) (**Ethics In Public Contracting**)

**RETURN THIS COPY**

**THIS IS NOT AN ORDER**

|                                       |
|---------------------------------------|
| RFP ITEM NO.<br>VBCC-11-0252          |
| CLOSING DATE<br>August 30, 2011       |
| CLOSING TIME<br>3:00 p.m.             |
| PROCUREMENT OFFICER<br>John McConnell |

THE CITY OF VIRGINIA BEACH RESERVES THE RIGHT TO ACCEPTOR REJECT ANY AND ALL PROPOSALS IN WHOLE OR IN PART AND WAIVE ANY INFORMALITIES IN THE COMPETITIVE NEGOTIATION PROCESS. FURTHER, THE CITY RESERVES THE RIGHT TO ENTER INTO ANY CONTRACT DEEMED TO BE IN THE BEST INTEREST OF THE CITY.

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### DESCRIPTION OF REQUEST FOR PROPOSAL

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This document constitutes a Request for Proposals (RFP) from qualified sources to provide for a Video Management Security System for the Virginia Beach Sheriff's Office and provide other related products and services.

**ACKNOWLEDGE RECEIPT OF ADDENDUM: #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ #4 \_\_\_\_\_ (Please Initial)**

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IN COMPLIANCE WITH THIS SOLICITATION AND TO ALL THE CONDITIONS IMPOSED HEREIN, THE UNDERSIGNED AGREES TO EXECUTE THE CONTRACT AS A RESULT OF THIS SOLICITATION. AN AGENT AUTHORIZED TO BIND THE COMPANY SHALL SIGN THE FOLLOWING SECTION. FAILURE TO EXECUTE THIS PORTION MAY RESULT IN PROPOSAL REJECTION.

AUTHORIZED AGENT/SIGNATURE \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

TYPE OR PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ENCLOSURES

## ANTICOLLUSION/NONDISCRIMINATION CLAUSE

### ANTICOLLUSION CLAUSE:

IN THE PREPARATION AND SUBMISSION OF THIS PROPOSAL, SAID OFFEROR DID NOT EITHER DIRECTLY OR INDIRECTLY ENTER INTO ANY COMBINATION OR ARRANGEMENT WITH ANY PERSON, FIRM OR CORPORATION, OR ENTER INTO ANY AGREEMENT, PARTICIPATE IN ANY COLLUSION, OR OTHERWISE TAKE ANY ACTION IN THE RESTRAINT OF FREE, COMPETITIVE BIDDING IN VIOLATION OF THE SHERMAN ACT (15 U.S.C. SECTION 1), SECTIONS 59.1-9.1 THROUGH 59.1-9.17 OR SECTIONS 59.1-68.8 THROUGH 59.1-68.8 OF THE CODE OF VIRGINIA.

THE UNDERSIGNED OFFEROR HEREBY CERTIFIES THAT THIS AGREEMENT, OR ANY CLAIMS RESULTING THEREFROM, IS NOT THE RESULT OF, OR AFFECTED BY, ANY ACT OF COLLUSION WITH, OR ANY ACT OF, ANOTHER PERSON OR PERSONS, FIRM OR CORPORATION ENGAGED IN THE SAME LINE OF BUSINESS OR COMMERCE; AND, THAT NO PERSON ACTING FOR, OR EMPLOYED BY, THE CITY OF VIRGINIA BEACH HAS AN INTEREST IN, OR IS CONCERNED WITH, THIS PROPOSAL; AND, THAT NO PERSON OR PERSONS, FIRM OR CORPORATION OTHER THAN THE UNDERSIGNED, HAVE, OR ARE, INTERESTED IN THIS PROPOSAL.

### DRUG-FREE WORKPLACE:

DURING THE PERFORMANCE OF THIS CONTRACT, THE CONTRACTOR AGREES TO (I) PROVIDE A DRUG-FREE WORKPLACE FOR THE CONTRACTOR'S EMPLOYEES; (II) POST IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, A STATEMENT NOTIFYING EMPLOYEES THAT THE UNLAWFUL MANUFACTURE, SALE, DISTRIBUTION, DISPENSATION, POSSESSION, OR USE OF A CONTROLLED SUBSTANCE OR MARIJUANA IS PROHIBITED IN THE CONTRACTOR'S WORKPLACE AND SPECIFYING THE ACTIONS THAT WILL BE TAKEN AGAINST EMPLOYEES FOR VIOLATIONS OF SUCH PROHIBITION; (III) STATE IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYEES PLACED BY OR ON BEHALF OF THE CONTRACTOR THAT THE CONTRACTOR MAINTAINS A DRUG-FREE WORKPLACE, AND (IV) INCLUDE THE PROVISIONS OF THE FOREGOING CLAUSES IN EVERY SUBCONTRACT OR PURCHASE ORDER OF OVER \$10,000, SO THAT THE PROVISIONS WILL BE BINDING UPON EACH SUBCONTRACTOR OR VENDOR.

FOR THE PRUPOSE OF THIS SECTION, "DRUG-FREE WORKPLACE" MEANS A SITE FOR THE PERFORMANCE OR WORK DONE IN CONNECTION WITH A SPECIFIC CONTRACT AWARDED TO A CONTRACTOR IN ACCORDANCE WITH THIS CHAPTER, THE EMPLOYEES OF WHOM ARE PROHIBITEED FROM ENGAGING IN THE UNLAWFUL MANUFACTURE, SALE, DISTRIBUTION, DISPENSATION, POSSESSION OR USE OF ANY CONTROLLED SUBSTANCE OR MARIJUANA DURING THE PERFORMANCE OF THE CONTRACT.

### NONDISCRIMINATION CLAUSE:

EMPLOYMENT DISCRIMINATION BY OFFEROR SHALL BE PROHIBITED.

1. DURING THE PERFORMANCE OF THIS CONTRACT, THE SUCCESSFUL OFFEROR SHALL AGREE AS FOLLOWS:

THE OFFEROR, WILL NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, RELIGION, COLOR, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER BASIS PROHIBITED BY STATE LAW RELATING TO DISCRIMINATION IN EMPLOYMENT, EXCEPT WHERE THERE IS A BONA FIDE OCCUPATIONAL QUALIFICATION/CONSIDERATION REASONABLY NECESSARY TO THE NORMAL OPERATION OF THE OFFEROR. THE OFFEROR AGREES TO POST IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, NOTICES SETTING FORTH THE PROVISIONS OF THIS NONDISCRIMINATION CLAUSE.

THE OFFEROR, IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYEES PLACED ON BEHALF OF THE OFFEROR, WILL STATE THAT SUCH OFFEROR IS AN EQUAL OPPORTUNITY EMPLOYER.

NOTICES, ADVERTISEMENTS, AND SOLICITATIONS PLACED IN ACCORDANCE WITH FEDERAL LAW, RULE OR REGULATION SHALL BE DEEMED SUFFICIENT FOR THE PURPOSE OF MEETING THE REQUIREMENTS OF THIS SECTION.

OFFEROR WILL INCLUDE THE PROVISIONS OF THE FOREGOING SECTIONS A, B, AND C IN EVERY SUBCONTRACT OR PURCHASE ORDER OF OVER \$10,000, SO THAT THE PROVISIONS WILL BE BINDING UPON EACH SUBCONTRACTOR OR VENDOR.

Name and Address of Offeror:

Date: \_\_\_\_\_

By: \_\_\_\_\_

Signature in Ink

Printed Name

Telephone Number: \_ ( \_ ) \_\_\_\_\_

Fax Phone Number: \_ ( \_ ) \_\_\_\_\_

FIN/SSN #: \_\_\_\_\_

Title

Is your firm a "minority" business? ☐ Yes ☐ No If yes, please indicate the "minority" classification bellow:

☐ African American      ☐ Hispanic American      ☐ American Indian      ☐ Eskimo      ☐ Asian American      ☐ Aleut

☐ Other; Please Explain: \_\_\_\_\_

Is your firm Woman Owned?    ☐ Yes    ☐ No                      Is your firm a Small Business?    ☐ Yes    ☐ No

Is your firm Service Disabled Veteran Owned?    ☐ Yes    ☐ No

## I. PURPOSE:

This document constitutes a Request for Proposals (RFP) from qualified sources to provide for a Video Management Security System (Platform) for the Virginia Beach Sheriff's Office and provide other related products and services. The purpose of the Platform is to integrate the various security systems under the control of the Virginia Beach Sheriff's Office (VBSO), provide for interoperability between the various systems, and provide improved performance for video observation, recording, and management capabilities at the various sites contained within this RFP.

## II. BACKGROUND:

### A. Current Situation:

Approximately 660 CCTV video cameras are currently operated in the VBSO by three major VBSO Divisions: Virginia Beach Judicial Center, Virginia Beach Correctional Center, and the Virginia Beach Law Enforcement Training Academy. Separate video control solutions and monitoring facilities are deployed to support each division's own unique operational requirements. There is little commonality in deployed video and monitoring technology, and there is not interoperability or sharing of video feeds across the Divisions.

### B. Current Systems:

#### 1. Virginia Beach Judicial Center (VBJC):

The VBJC operates a local network covering 110 cameras throughout the three building facility. The VBJC network is the second largest video system operated by VBSO. The network consists of video management switches in the Security Control Room (Building #10) along with local VHS video recording of only one camera at a time. All cameras are analog. The viewing software is computer-based on the existing computer hard drive. The video images are stored on VHS tape only if manually selected. The facility also has a Lenel Electronic Access System, Simplex Fire Alarm System, Glass Break Sensor System and an electronic Emergency Call Button System.

**Table 1 - VBJC Equipment Summary (existing)**

| <b>Device Type</b>           | <b>Manufacturer</b> | <b>Model Number</b> | <b>Software Application</b> |
|------------------------------|---------------------|---------------------|-----------------------------|
| <b>Fire Alarm</b>            | <b>Simplex</b>      |                     | <b>Simplex</b>              |
| <b>Access System</b>         | <b>Lenel</b>        |                     | <b>Lenel</b>                |
| <b>Camera Matrix</b>         | <b>Pelco</b>        | <b>CM9700</b>       | <b>Pelco</b>                |
| <b>Cameras (110)</b>         | <b>Sony</b>         | <b>SSC-M183</b>     | <b>Pelco</b>                |
| <b>Camera Interface Unit</b> | <b>Pelco</b>        | <b>CM9760</b>       | <b>Lenel</b>                |

2. Virginia Beach Correctional Center (VBCC):

The VBCC is responsible for managing and providing security and surveillance in three buildings at the correctional center. The network consists of video security and surveillance in three buildings at the correctional center. The network consists of video management switches in the Master Control Room (Building #7) along with local DVR video recording of all operational cameras. The cameras are a mixture of analog and digital, but currently there are no IP based cameras deployed.

There are approximately 520 cameras in the VBCC. The viewing software is computer-based on existing computer hard drives. The video images are stored on digital DVRs. The facility also has an electronic access and call box system.

**Table 2 - VBCC Equipment Summary (existing)**

| <b>Device Type</b>    | <b>Manufacturer</b>  | <b>Model Number</b> | <b>Software Application</b> |
|-----------------------|----------------------|---------------------|-----------------------------|
| <b>DVR (37)</b>       | <b>Vicon</b>         |                     | <b>Vicon</b>                |
| <b>Video Director</b> | <b>NETEX</b>         |                     | <b>NETEX</b>                |
| <b>Cameras (12)</b>   | <b>SuperCircuits</b> | <b>NTSC</b>         | <b>Sony</b>                 |
| <b>Cameras (510)</b>  | <b>Vicon</b>         |                     | <b>Vicon</b>                |

3. Law Enforcement Training Academy (LETA):

LETA operates a centralized video system with approximately twenty-two cameras total. Recording is done both locally and centrally on a DVR. All cameras are analog. The viewing software is computer-based on the existing hard drive. The facility also has an alarm system.

**Table 3 - LETA Equipment Summary**

| <b>Device Type</b> | <b>Manufacturer</b> | <b>Model Number</b> | <b>Software Application</b> |
|--------------------|---------------------|---------------------|-----------------------------|
| <b>Cameras (3)</b> | <b>Pelco</b>        | <b>OD53CBW</b>      | <b>Pelco</b>                |

|                     |              |                 |              |
|---------------------|--------------|-----------------|--------------|
| <b>Cameras (13)</b> | <b>Pelco</b> | <b>CC35H</b>    | <b>Pelco</b> |
| <b>Cameras (6)</b>  | <b>JVC</b>   | <b>TKC750OU</b> | <b>Pelco</b> |
| <b>DVR (2)</b>      | <b>Pelco</b> | <b>DX4500</b>   | <b>Pelco</b> |

### III. SCOPE OF WORK:

#### A. General Requirements:

Contractor shall provide all effort and materials necessary to provide for a Platform that will integrate and manage all systems and ancillary systems identified in section II.B above. The integration of the systems shall be done in three phases as funding permits. This phase (Phase I) is to establish the Platform and integrate VBJC on the new Platform and replace the existing analog cameras with digital cameras. The replacement of cameras should provide the best view and coverage of internal and external areas of the building that includes, but not limited to, hallways, courtrooms, service counters, escalator and elevator lobbies. Areas to be covered are defined graphically on the drawings that are incorporated by reference and need to be ordered through Pace Collaborative (please see instructions on Exhibit B). Coverage provided by the cameras should create a 360 degree surveillance envelope. This phase also includes the integration of the Simplex addressable Fire Alarm System, the Lenel Access System, the emergency call button, glass break sensor and intercom system. The minimum integration level is for alarm and call-in points (alarm zones, emergency call buttons, doors, parking lot intercom stations) to signal to the IP camera system to call-up the associated camera(s) to the floor plan or exterior location. In addition, a graphical map of the facility will be brought up that shows the door, emergency call button, alarm zone, or intercom location. The Platform shall be operated and managed by the VBSO. Phase II is to integrate VBCC with the Platform. Phase III is to integrate LETA with the Platform. The existing data infrastructure within the building is available for use by this project. The infrastructure utilizes Cisco Catalyst WS-C2960-24PC-S network switches at the locations defined on the drawings within this package (defined as network closets). A minimum of 24 ports will be available and the switches do provide Power over Ethernet (PoE) functionality. Any solution submitted will need to ensure complete compatibility with these switches. Contractor shall work closely with the COM/IT Department to create a separate secure domain for the system to operate in a secure environment. The existing switches are presently connected to the emergency generator back-up circuits within the building and have UPS back-up to hold them through during power switchovers.

#### B. Specific Requirements:

##### 1. General Attributes:

The proposed Platform shall provide for an integrated, secure, scalable and easily accessible software-based solution for the management of the complete physical security infrastructure – for example: CCTV images, access control systems, intruder systems, fire systems, glass break sensors, Building Management Systems, video wall processors, Global Information Systems.

- a. The solution shall provide functionality of a powerful and efficient management interface for all the security systems and if applicable, across all remote sites and associated systems as integrated into the Platform.
- b. The software shall provide authorized users access to the various systems managed by the Platform.
- c. The Platform shall be capable of providing bi-directional control of managed systems, and management information.
- d. The Platform shall allow for complete visibility of the security estate and will include appropriate visualization, such as specific and customized Graphical User Interfaces (GUIs) and Large Screen Video Display technologies.
- e. The Platform will take event inputs from various subsystems, including but not limited to Intruder systems, Alarm Monitoring systems & Access Control Systems. The events generated from such systems can be taken individually or grouped to provide a given Alarm.
- f. The Platform shall allow for filtering of events to discard superfluous events such as valid badge swipes in working hours.
- g. The Platform shall provide a real-time display of system status and data at all operator workstations.
- h. The Platform shall monitor status and record activity transactions of all secured areas and alarm input/output points; visually and audibly annunciate alarms upon change of status, for assessment and response at all operator workstations.
- i. The Platform shall monitor and record alarm, and operator activity to an online history/archive database for audit and reporting.

- j. The Platform must include a sophisticated integrated workflow management engine. During deployment business policies relating to the requested workflows shall be programmed into the system using a graphical designer. When an alarm is received for processing the GUI will dynamically reconfigure to show specific guidance which will lead the operator through a series of steps to the point where the alarm can be successfully resolved. The workflow process guides the operator through the policy using “Yes”, “No”, 'Back', 'Next', 'Escalate', 'Park', and 'Resolve' buttons. Every click and interaction is logged centrally to a database for a full audit trail which relates back to the business policy.
- k. The Platform shall be flexible and scalable in architecture, permitting expansion of both capacity and functionality, to be implemented progressively as needed, through software licensing, customizations, live configuration, or software upgrades.

2. Hosting Environment:

The Platform shall be centrally managed, which means that regardless of the quantity or location of devices the configuration, management, and monitoring of the entire security infrastructure can be performed from a central server and optionally from workstations networked to the central server.

- a. The server hardware shall be located within the main Com/IT computer room in Building 2. The Contractor shall be responsible for providing HP rack mountable server equipment. HP DL360s and HP DL380s are preferred. Dual power supplies in the server equipment is a requirement. Rack space will be provided by Com/IT
- b. The Virginia Beach Com/IT Department will be responsible for applying Windows Updates to the servers.
- c. The Virginia Beach Com/IT Department will be responsible for providing virus software.

3. Video Management Platform Attributes:

- a. The Video Management Platform shall be configured and licensed to allow fifty (50) concurrent users access to the Platform through its client software. There shall be no restrictions on the quantity of client software installations.

- b. The Platform shall be scalable to support a minimum of ten thousand (1,000) cameras.
- c. The solution shall be a high performance client-server application built on the latest Microsoft .NET technology platform. It is preferable that all server applications run on *Windows™* based software. If an Offeror proposes a different operating system (“OS”), in its proposal, the Offeror shall briefly articulate its benefits versus the Windows based OS and shall establish that the alternate OS has functionality fully equivalent to that of a Windows based OS.
- d. All client software shall be compatible and fully functional with workstations operating *Microsoft Windows™*, *XP™*, *Vista™*, *Windows 7™*, and future Microsoft operating systems.
- e. All client software shall have a browser based client and shall be compatible and fully functional with workstations operating *Microsoft Internet Explorer 7x* or higher, Firefox, and Safari.
- e. The Platform shall include a graphical user interface (“GUI”). This GUI shall support drag and drop functionality to display all video sources; to include the ability to drag and drop from a directory to a main display window. The database shall be an Enterprise Class Database with failover and backup support built in.
- f. The database shall be a current version and shall be upgradeable to a future release when it is available.
- g. The Video Management Platform shall provide multicasting of the video source from the video management server. Providing more than one video stream directly from the camera or encoder is not an equivalent. The camera signals shall be available at multiple locations (wherever a connection to the City network is established) without a substantial decrease of bandwidth, no matter how many requests for the video stream are made. An example where this will be necessary is when the building needs to be evacuated and a remote command post is set-up off site.
- h. The Platform shall be configurable to accept MJPEG, MPEG4 and H.264 video compression at a minimum; if any standard is not supported then specific dates as to when it shall be supported shall be provided.

- i. The Platform shall build a Structured Query Language (SQL) database with events, alarms, equipment status, platform availability/failures (with cause of failure) and statistics of usage. The database shall enable report generation and queries.
- j. The Contractor shall provide the technical support required to ensure interoperability between the Video Management Platform and the VBSO's, VBJC, VBCC, and LETA video display systems. The Contractor shall provide the necessary driver(s) or API to interface with the display system upon delivery of the Platform. At a minimum, the interface shall provide the ability to display streaming CCTV video from the Platform onto display devices configured within the video display system.
- k. The Platform shall be configurable for automated tours of selected cameras or groups of cameras at selectable intervals and durations.
- l. The Platform's user interface shall support a visual indication of all cameras' current status. The platform shall report any malfunction of equipment, the location of the equipment and the effect on the system.
- m. The Platform software shall support event correlation, allowing a sequence of events or alarms, including events from multiple systems to be managed and displayed as a single event.
- n. The Platform shall manage the correlated event and the configured video streams in a manner to include:
  - (1) Inserting a video to a specified window on a GUI;
  - (2) Sending video to an output device;
  - (3) Arranging the GUI in an ad-hoc manner;
  - (4) Adding a caption to a window on the GUI;
  - (5) Creating a bookmark;
  - (6) Creating a video clip and jpeg image;
  - (7) Launching geographically based camera tours starting with a specified camera;

- (8) Inserting a building map in a specified window on a GUI, centered on a user-definable location, and including a user-definable zoom feature;
  - (9) Providing automated notifications to users based on a user-defined event and/or group of associated events.
- o. The Platform shall have the ability to control all pan, tilt, zoom (“PTZ”) functionality of all camera devices from either the software GUI or using an attached joystick PTZ hardware device.
  - p. The Platform shall use an identical PTZ control interface for all PTZ devices.
  - q. The Platform shall provide client software capable of streaming live or recorded images directly to PDAs , Mobile Data Terminals (“MDT”), or laptop computer through a secure, encoded gateway.
  - r. The Platform shall provide OCR functionality (license plate recognition) for all video feeds connected to the video management platform. The OCR system deployed shall be capable of meeting the market standard in terms of reliability and efficacy.
  - s. The Platform shall provide motion detection for all video feeds connected to the video management platform.
  - t. Contractor shall include in the Platform the analytics that shall be triggered by the events stated in items 1 – 11 below.
    - (1) Object Recognition and Search;
    - (2) Object Tracking with Autonomous PTZ Tracking;
    - (3) Stopped Vehicle;
    - (4) Object Counting;
    - (5) Missing Object Detection;
    - (6) Suspicious Object Detection;
    - (7) Grouping Detection (or equivalent);

- (8) Loitering Detection;
- (9) Electronic Fence Designation;
- (10) Illegal Parking (or equivalent);
- (11) Motion Detection.

u. The Platform shall include a software administrator interface. The Contractor shall include in the Platform all necessary administrative functions, including, at a minimum, administrative functions stated in items 1 – 18 below.

- (1) Ability to manage rights and permissions on a user-by-user basis and a camera-by-camera basis and provide for hierarchical roles;
- (2) Ability to add, delete, and modify CCTV devices including but not limited to IP cameras, encoders, DVRs, NVRs and PTZ hardware;
- (3) Ability to add, delete, and modify the video archiving parameters;
- (4) Ability to customize the GUI;
- (5) Ability to add customized functions and tools created through Platform's SDK;
- (6) Ability to add third party products supported by the Platform;
- (7) Ability to tag and send attachments via SMTP Email Servers;
- (8) The Platform will provide a Maintenance Dashboard supporting the following capabilities: Add New User; Enable User; Disable User; Delete User; Reset Password; Reset User Lock Out; Delete Reports; Add New Site; Add New Diagram; Delete Site; Add Site, Site Details, and Site Contact;
- (9) The Platform will provide an Electronic Daily Occurrence Book that will add task with fields for title and details

(Time, date and User ID auto populated from system information);

- (10) The Platform will provide a Communications Manager providing management and visibility of all Short Message Service (SMS) text messages out and in bound;
- (11) The Platform will provide an Emergency management dashboard providing quick access to system resources such as Incident report explorer; Crisis communicator; SMS message interface; Flat camera list showing all online resources;
- (12) The Platform will provide a visual management dashboard showing operator and system performance metrics, including total incidents resolved in the last 7 days; breakdown of incidents “today, ” split as: total incidents “today; ” total incidents resolved “today; ” total incidents current “today; ”
- (13) The Platform will provide a report generator facilitating the creation of reports for incidents and daily occurrences book entries;
- (14) The Platform will provide a report explorer which will contain all reports generated by the system, a search feature will allow users to locate desired information quickly;
- (15) The Platform will provide a Device Status Manager;
- (16) The Platform shall be capable of displaying operator user interfaces in the operator’s native language;
- (17) The Platform must have a powerful and friendly administration interface that includes wizards and summaries to help system administration for power users;
- (18) The administration interface must be configurable but must include the ability to add users, manage groups and schedules, roles and permissions, device status and summary, diagrams and associations for cameras and alarms, site information and contacts.

- v. The Platform shall include fully functional interfaces for all hardware and software required by Section III and/or included in the Offeror's accepted proposal that shall include the port settings for connections to each peripheral or network device.
- w. The Platform software shall have the capability of consuming, distributing, and displaying video sourced from disparate DVR(s)/NVR(s) through its GUI. The Platform software shall include an identical interface for all DVR/NVR devices to control forward, reverse, jump to a time, create a video clip, create a snapshot or create a bookmark.
- x. The Contractor shall provide enough computer hard disc storage on the video servers to accumulate thirty days of video recording with redundant RAID 5 minimum backup. The following are general parameters to aid in the calculation of storage space necessary:
  - (1) Most cameras – Record at 1 frame per second (fps) until motion is detected, then record at 15 fps, 24 hours a day.
  - (2) Stations A and B Cameras – From 7 am to 6 pm record at 15 fps, all other times record at 1 fps until motion is detected, then record at 15 fps.
- y. The Platform software shall include a functional interface with each of the devices stated in items 1 – 15 below upon Platform delivery. The products below either presently exist or could be anticipated to exist in the future. The Contractor shall determine the exact versions of existing equipment while preparing proposals.
  - (1) Axis IP Cameras;
  - (2) Arecont IP Cameras;
  - (3) Sony IP Cameras;
  - (4) Len Sec Progressive Systems;
  - (5) Honeywell Cameras;
  - (6) Pelco Cameras – Spectra III & IV;
  - (7) Axis Encoders 241S, 243S, 243Q;

- (8) GE Security Picture Perfect v2.0 (or 4.0 based on implementation schedule) and Facility Commander;
  - (9) GE DVR (GE Security DVMRe CTII Series (w/WaveJet compression));
  - (10) Cisco Video Surveillance Operations Manager (VSOM);
  - (11) Pelco Endura Video Server and Storage (SMS 5000);
  - (12) PelcoNet 5301 Encoder and NET 300;
  - (13) Mastermind, Inc. - Alarm management software;
  - (14) Avigilon HD IP Cameras;
  - (15) Avigilon HD NVRWS.
- z. The Contractor shall provide additional cameras and the required hardware necessary to provide a 360 degree inner and outer perimeter around the VBJC; to include any blind spots or other areas as shown on project floor and site plans.
- aa The Contractor shall demonstrate and state on system drawings the field of view and the depth of field of each new camera to be installed.
- ab. The delivered Platform shall have the capability for the integration of commercial off- the- shelf analytic tools by the VBSO.
- ac. The Contractor shall insure the best possible coverage of interior courtrooms, service counters, hallways, escalator and elevator lobbies.
- ad. The Platform shall have a graphical user interface (GUI) Interface (to be designed and developed by the Contractor) that provides the functionality stated in items 1 - 9 below:
- (1) The ability to acquire and display the VBSO's current database. The platform shall update the display of the GIS data in a real-time or near real- time manner;
  - (2) The Platform's GIS interface shall support the use of multiple building diagrams to include a minimum of the VBSO's GIS current database, building blue prints, CAD files, and jpeg images;
  - (3) The Platform's GIS interface shall be capable of displaying the "real- time" alarm status, of the device (e.g. cameras or alarm sensors), on digital building diagrams or plans;

- (4) The Platform shall provide GIS functionality that will support multi- level drilldown/up between views;
  - (5) The GIS interface shall support zoom in and out for the building diagrams display function;
  - (6) The GIS interface shall support the identification of building diagram features;
  - (7) The GIS interface shall display icons of cameras at their corresponding locations on the diagram, and allow drag and drop of each camera to a video window within the Platform;
  - (8) The GIS interface shall allow cameras to be dragged from the diagram directly to an external video display device managed through VBSO's Video Management Platform. This action will cause the software to send the video to those devices;
  - (9) The Platform shall be capable of holding the location of all diagramed video, and sensor devices in a "geospatial engine" that will allow for spatial based queries such as "nearest cameras."
- ae. The Platform shall include in the GUI interface the capability to incorporate the Contractor-supplied building drawings with "clickable" icons showing the alarm sensor and camera locations as well as their active status.
  - af. The Contractor will integrate the VBSO Platform with the existing CCTV system located in the Circuit Court Clerk's Office. (shown on project floor plans)
  - ag. To allow centralized management the solution application must have a central alarm stack that receives, categorizes and prioritizes all alarms in the system. The scheme must be flexible and allow for custom views and columns to be created or removed, the views must be attributed to a user role providing specific and tiered access.
  - ah. The alarm stack must include, but not be limited to, the following columns: Unique ID, date and time, location, status, physical state, logical state, priority, current handling user, current handling client, Service Level Agreement (SLA) level and device panel text.
  - ai. It shall be possible to create an unlimited number of different Views and Counts for an alarm stack.
  - aj. The Alarm Stack must be able to provide complex formatting and filtering, allowing priorities to be assigned a color and sort order.

Additionally it must be possible to perform roll up grouping and filters to allow an operator to efficiently manage large volumes of alarm data.

- ak. The solution shall be capable of receiving and processing ~6.9 million incidents and processing 3 million alarms with associated camera and operator interaction per 24 hours.
- al. Workstations shall support up to 30 concurrent clients logins per server and be upgradable to a multi-server configuration with an unlimited number of synchronized servers each supporting 30 concurrent client logins.
- am. Shall centrally store a minimum of 1,000,000 historical events on-line.
- an. Shall process up to 3,000,000 events per day where each event results in an alarm available to the operator to be handled.
- ao. Shall provide an operator with an alarm to handle within 1 second of receiving an event from a device.
- ap. Shall centrally store up to 2,000 infrastructure/building diagrams configured to show up to 20 asset icons per diagram.
- aq. Shall display a pre-compiled diagram to the operator within 1 second of request.
- ar. Shall display an on screen instruction within 1 second of the operator clicking to handle an alarm.
- as. Shall generate a one page report within 1 second of request.
- at. Shall generate a ten-page report within 3 seconds of request.
- au. Shall centrally store up to 1,000 reports immediately available for search and review.

4. System Design:

The Contractor shall design the Platform in accordance with the requirements of the RFP and Contract.

- a. Contractor shall provide a detailed network design to the VBSO's Project Manager for review and approval. Contractor shall submit the softcopy file format of the network drawings in Microsoft Visio or other available VBSO format.

- b. Contractor shall develop and submit detailed plans of and procedures for the platform architecture, hardware selection, delivery, installation, integration, optimization, testing, acceptance, operations and maintenance, and other associated tasks necessary for implementation and operation of the Platform.
- c. The Contractor shall provide the basis for calculating the required bandwidth or data rates for all scalable items as a repeatable formula for meeting the requirements stipulated herein.
- d. Contractor shall provide detailed listings of all required and anticipated deliverables, hardware and services, related to the project.
- e. Contractor shall provide a schedule for the design, installation and integration of the Platform.
- f. Contractor shall provide a detailed project work breakdown schedule and biweekly schedule updates in Microsoft Project format. Contractor shall provide two (2) hard copies and two (2) softcopies of all schematics, detailed diagrams and drawings reflecting proposed modifications and final “as-built” configurations of the overall system and subsystems (e.g. logical & physical connectivity, etc.).
- g. All softcopy drawings, tables, and lists shall be provided on CD-ROM.
- h. Acceptable file formats for softcopies are: Microsoft Excel, Word, Project and Visio, AutoCAD DWG. Formats of submitted softcopies shall be capable of being edited by the VBSO using standard editing tools.
- i. Platform drawings shall, at a minimum, include a description of the system, each sub-system, ports, and cabling specifications.
- j. Platform drawings shall include all interface definitions.
- k. Solutions for any environmental issues (heating, cooling, etc.) that will affect the performance of the equipment must be addressed in the Contractor’s System Design.
- l. The Platform shall also be able to grow with the future expansion plans with support for new devices being added when and where

required. New device support shall be added in the form of a device driver and shall not require any major system update leading to system down time.

m. Contractor will work with City of Virginia Beach Building Maintenance Electricians and ensure work is conducted in accordance with the following requirements:

- (1) All wiring shall be properly supported by conduit, J-hooks at a maximum of 5 ft spacing, or cable tray. Installation shall be in accordance with the National Electrical Code to support this system.
- (2) For all horizontal camera cable, provide ANSI TIA/EIA-568-B.2, NFPA 70, UTP (unshielded twisted pair), 100 ohm. Provide four each individually twisted pair, 24 AWG / 23 AWG conductors, Category 6 general purpose rated, with a green PVC jacket.
- (3) Provide patch panels with ports for the number of horizontal and backbone cables terminated on the panel plus 20 percent spare. Panels shall be third party verified and shall comply with EIA/TIA Category 6 requirements. Panel shall provide 24 non-keyed, RJ-45 ports, wired to T568A or T568B as required by CCTV manufacturer. Patch panels shall terminate the camera cabling on 110-style insulation displacement connectors and shall utilize a printed circuit board interface. The rear of each panel shall have incoming cable strain-relief and routing guides. Panels shall have each port factory numbered and be equipped with laminated plastic nameplates above each port. Provide in quantities required to ensure all cables are terminated. Provide patch cord cable management panels between each 24 port patch panel. Provide patch cords for each camera installed in the system plus ten percent, sized to adequately reach (through cable management support methods from the patch panel location to the associated network switch.
- (4) Existing racks are not available for mounting of the contractor furnished patch panels and cable management panels. Existing closets (as identified on the contract drawings) are available and do have available wall space for wall mounted open frame racks. Provide in quantities

necessary to mount all required patch panels and cable management panels.

- (5) The camera system will be connected to existing Cisco Catalyst switches that are presently connected to emergency generator circuits with UPS back-up. This concept of back-up power availability should primary power fail should be continued for all essential IP camera system field devices and networked systems equipment (relating specifically to the IP camera system) for full functionality at all times.
- (6) The system should be installed so that it is segmented to each building separately for the purpose of troubleshooting and one problem not causing total interference or issue with other operational portions of the systems.
- (7) The tie-ins between the camera system and other systems such as fire, access & security shall be accomplished with a single point tie in from the control panels of these systems. The intent here is to prevent these other systems from being modified to accommodate the camera system at the cost of complicated troubleshooting of these other systems as well as the creation of nuisance alarms and troubles created by multiple tie-ins.
- (8) Proposed installation plans shall be reviewed and approved by the City Building Maintenance Division prior to any work beginning for the purpose of adhering to the cabling, installation and/or modification of the systems to be worked on within the facility.
- (9) All unused cabling or wiring infrastructure shall be removed in its entirety as per the National Electrical Code. Any wiring to be left and identified for future use shall be authorized by the Project Manager and Building Maintenance personnel.
- (10) The Contractor shall be responsible for any damages to the facility or existing systems and for corrective action to put them back to their original state.

5. Project Management Requirements:

- a. Contractor shall be solely responsible for the performance of all project management functions necessary to ensure the successful completion of all phases of this project.
- b. The Contractor shall identify a Project Manager for the duration of this project. The Project Manager is identified as “Key Personnel” whose experience and technical background will be considered within the technical evaluation. The VBSO’s Project Manager retains the right to interview and approve the Project Manager and other key management team members.
- c. The Contractor shall provide VBSO’ Project Manager the resumes of the Project Manager and technical personnel who will work on this project. Once assigned to this project, the Contractor shall not remove the Project Manager without the approval of the VBSO’s Project Manager and any replacement(s) for the Project Manager shall be subject to approval by the VBSO.
- d. The Project Manager shall assure performance of the following tasks as a minimum:
  - (1) Review all specifications and familiarize Contractor with the requirements;
  - (2) The Project Manager shall be the sole contact for VBSO’s Project Manager during performance of the Contract and shall be responsible for resolving with the VBSO all performance issues;
  - (3) Development of a Project Management Plan that includes all tasks and milestones necessary to complete the requirements in the statement of the work;
  - (4) Scheduling of performance and delivery, and informing the VBSO’s Project Manager at all times in a timely manner of the delivery schedule of all hardware pertaining to the Platform;
  - (5) Assuring coordination of all work between Contractor and the VBSO’s Project Manager and resolving with the VBSO’s Project Manager any disagreements or obstacles

to expeditious performance that arise with Contractor's representatives or Contractor's CCTV contractors;

- (6) Assuring timely submission to the VBSO's Project Manager of all deliverables, including installation documentation, wiring diagrams and as-built documentation;
- (7) Assure coordination with the VBSO's Project Manager of the delivery of all the training requirements of the Contract.
- (8) The Contractor will provide the VBSO's Project Manager with a list of all required licenses and their actual costs.

6. Quality Assurance Plan:

The Contractor shall submit a Quality Assurance (QA) Plan for the project for review and approval by the VBSO's Project Manager. The QA Plan shall include the proposed quality control plans and procedures which shall ensure that the Platform is designed, manufactured, installed, and tested in accordance with these requirements. The QA Plan shall address all stages of the project. The proposed QA Plan shall address the procedures related to the following tasks:

- a. Contractor shall provide impact assessments for the deployment of the Platform and its Subsystems. The impact statements shall cover the risks of service disruption for the existing division systems and the VBJC facility;
- b. Design analysis and verification;
- c. Design changes and document control;
- d. Material receiving, storage and shipping;
- e. Site preparation;
- f. Installation personnel training and certification;
- g. Platform testing and validation;
- h. Material and workmanship deficiency reporting and replacement or restoration of deficient material or workmanship.

7. Reports:

The Contractor shall report periodically the status of the project to the VBSO's Project Manager. The following reports shall be provided:

- a. Weekly Status Report to (template to be provided prior to Contract award).
- b. Project Plan; updates shall be submitted biweekly.
- c. Errors, Omissions and Change Orders; shall be submitted within one week of notice.
- d. Platform -Wide Architecture; updates shall be submitted within one week of change.
- e. Security Architecture; updates shall be submitted within one week of change.
- f. Enterprise Application Integration (EAI) Architecture; updates shall be submitted within one week of change.
- g. Schedule/Plan; updates shall be submitted within one week of Integration Schedule change.

8. Installation:

- a. Before the installation of any software or hardware, the Contractor shall submit to the VBSO's Project Manager, for review and comment, a draft Site Installation Plan which outlines the installation of the software and any infrastructure hardware on a site-by-site basis. Subsystem portions of the Site Installation Plan may be submitted separately and incorporated in the final Plan. The Contractor shall incorporate any and all comments received from VBSO's Project Manager into the final Plan and submit the final Plan for approval.
- b. The proposed installations shall be approved by VBSO's Project Manager prior to commencement of a particular stage of work on a site-by-site basis.

- c. All technicians and engineers performing work on the Platform shall be trained and skilled personnel who are certified by the manufacturer in the specific task they will be performing.
  - d. The Contractor shall develop and document a labeling system and shall mark all installed hardware and associated termination hardware, including transmission lines and cables using easy-to-read identification labels consistent with industry standards.
  - e. The Contractor shall develop and document every software revision, patch and upgrade installed into the overall video management platform. The Contractor shall also maintain and submit to the VBSO very detailed and strict software version control information.
  - f. All hardware or software proposed as part of this RFP, and as installed and tested, shall not disrupt or degrade the service of the existing systems in place.
  - g. The Contractor shall warehouse all software and hardware until installation unless directed differently by the VBSO's Project Manager.
  - h. The Contractor will remove and dispose of existing control panels. Contractor will design and install state of the art and ergonomically correct control panels for two or more operators in the existing security control room at VBJC.
  - i. The Contractor will remove and dispose of existing lockup control panels. Contractor will design and install state of the art and ergonomically correct control panels for each of the 10 VBJC lockups.
  - j. The Contractor will insure that daily operation of the VBJC is not interrupted during any of the system installation.
9. Test Planning and Acceptance – Configuration Documentation and Manuals:
- a. Configuration Documentation and Manuals: Subject to VBSO review and approval, the Contractor shall provide Preliminary as-built documentation and network drawings (including wiring and cable diagrams, specification sheets, system manuals, hardware manuals, security manuals and maintenance manuals) before

proceeding with the System Tests. After System Testing, the Contractor shall revise and correct the Preliminary documentation required by this paragraph as necessary and submit the final versions of the documentation to the VBSO's Project Manager for written approval. The Contractor shall provide all software and hardware operations and maintenance manuals relevant to the continuing operation of the Platform.

- b. Test Plan for System Acceptance: The Contractor shall submit, for review, comment, and approval by the VBSO's Project Manager, a System Acceptance Test Plan for Phase I.
  - (1) Test Plans shall include tests that prove that the System is fully operational, meets all functional requirements, and complies fully with Contractor's approved System Design. Contractor shall demonstrate that the System is fully operational, meets all functional requirements, and is fully integrated with the Contractor's approved System Design and the approved Installation Plan. Contractor's System test plans shall provide for testing to completion of the interoperability between all cameras, sensors, alarms and other video systems relevant to the tested System.
- c. Testing and order of testing: On schedules approved by the VBSO's Project Manager in advance and with at least 7 days advance notice to the VBSO's Project Manager for each test, the Contractor shall perform the tests contained in the approved Subsystem test plans and the ATP and submit to the VBSO's Project Manager in writing the results of each System test as prescribed by the VBSO's Project Manager and/or his designee shall attend all testing and shall witness, by signature and date thereon, all contemporaneous test records that will form the basis for the System Test Reports and the Accepted Test Report.
- d. Test Reports: Contractor shall provide the complete results of each of the System Acceptance Test, including any retests authorized by the VBSO's Project Manager, in a final written System Acceptance Test Report (ATR), which compares the actual measured results to the performance as stated by the Contractor in the VBSO-approved System Design.
- e. System Acceptance: Approval by the VBSO Project Manager in writing of the System ATR shall constitute acceptance by the VBSO of the VBJC Platform.

- f. Contractor shall submit to the VBSO's Project Manager a Software and Hardware Maintenance Schedule for all deployed items included in the Platform and providing in the Schedule for planned future upgrades, new software versions, OS upgrades, patches, hardware upgrades, and the like.

10. Software Development Kit (SDK):

- a. The Contractor shall provide a highly functional SDK with an application programming interface that allows a software engineer to create applications using functionalities of the Platform via Microsoft-based technologies. Full documentation shall be provided.
- b. The Platform's SDK shall provide functionality, at a minimum, that allows for the integration of its live and recorded streaming video, alarm, access system and sensor information into the VBSO's existing and future web-based and desktop environments.

11. Integration of Video Management Platform at the VBJC:

The Contractor shall provide a Video Management Platform that meets the requirements of Section III, integrates the VBJC systems into the Platform, and is scalable to provide for future integration/upgrade of systems associated with VBCC and LETA.

12. Video Management Platform Training:

- a. The Contractor shall provide suitable Platform Training for Administrators and Users. Contractor will be paid only for sessions ordered in writing by the VBSO and conducted by the Contractor.
- b. The training shall be held at a VBSO government facility and made available within ninety (90) days of the date of beneficial use of the system. All training sessions shall be ordered by the VBSO's Project Manager, to be conducted at an identified VBSO facility and at specific times reasonably acceptable to Contractor and VBSO.

13. Maintenance, Warranties & Technical Support:

- a. At a minimum, Contractor shall provide equipment warranties and Maintenance and Technical Support (M&TS) for two years after System Acceptance. The Contractor shall be responsible for all costs associated with replacement of faulty or damaged equipment. Contractor shall repair or replace inoperable or non-functioning equipment within twenty-four (24) hours of notification.
- b. The Contractor shall provide emergency services including, as a minimum, the following:
  - (1) Maintenance and Technical Support shall include twenty-four (24) hour, seven (7) days a week Emergency Callbacks.
  - (2) Outside normal working hours, Contractor shall provide telephone technical support with emergency service callbacks within one (1) hour of notification from the City to Contractor's emergency service number.
  - (3) During normal working hours, Contractor shall provide on-site emergency service within four (4) hours of notification from the City.

14. Packaging and Marking:

The packaging and marking requirements for the resultant contract shall be governed by current industry standards that allow for safe, economical and efficient delivery.

15. Inspection and Acceptance:

The VBSO shall accept the Platform after Contractor successfully completes acceptance testing.

16. Deliverables:

a. Deliverable Platform:

Within six (6) months after award of the Contract, Contractor shall design, produce, install, integrate, test, deliver and tender to the VBSO for acceptance the Platform, including all hardware and software comprising the Platform and its Subsystems. Contractor

shall schedule the activities necessary to deliver the Platform and shall, in its discretion, establish the order of installation and testing among the Division Subsystems

b. Documentation Deliverables:

Contractor shall deliver all documentation listed in Section III.B.7 and all other documentation required by the Contract.

17. Payment Schedule:

Progressive payments based on the total cost of the contract shall be made at the completion of the following milestones.

20% of Contract Amount due at Completion of System Design

40% of Contract Amount due at Completion of Installation

40% of Contract Amount due at when System is Accepted by VBSO.

Payment terms of invoices shall be Net 30 days.

IV. Additional Contractual Requirements:

A. General Terms and Conditions:

1. Laws and Regulations:

The Contractor's attention is directed to the fact that all applicable state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over the project shall apply to the Contract throughout, and they will be deemed to be included in the Contract the same as though herein written out in full.

2. Applicable Law/Compliance with All Laws/Prompt Payment/Venue:

a. Applicable Law:

The Contract shall be deemed to be a Virginia contract and shall be governed as to all matters whether of validity, interpretations, obligations, performance, or otherwise exclusively by the laws of the Commonwealth of Virginia, and all questions arising with respect thereto shall be determined in accordance with such laws. Regardless of where actually delivered and accepted, the Contract

shall be deemed to have been delivered and accepted by the parties in the Commonwealth of Virginia.

b. Compliance With All Laws:

The Contractor shall comply with all federal, state, and local statutes, ordinances, and regulations now in effect or hereafter adopted, in the performance of the scope of work set forth herein. The Contractor represents that it possesses all necessary licenses and permits required to conduct its business and will acquire any additional licenses and permits necessary for performance of this Contract prior to the initiation of work.

c. Payments to Subcontractors:

- (1) In accordance with Title 2.2, Chapter 43, Article 4 of the Code of Virginia (Virginia Public Procurement Act), the Contractor shall make payment to all subcontractors, as defined in the Code, within seven (7) days after receipt of payment from the City, or, shall notify the City and subcontractor in writing of the intention to withhold all or part of the amount due along with the reason for nonpayment. In the event payment is not made as noted, the Contractor shall pay interest at the rate of one (1%) percent per month, unless otherwise provided in the Contract, to the subcontractor on all amounts that remain unpaid after seven (7) days except for the amounts withheld as provided herein.
- (2) These same requirements shall be included in each subcontract and shall be applicable to each lower-tier subcontractor. The Contractor shall provide the City with its social security number or federal taxpayer identification number prior to any payments being made under this Contract.
- (3) The Contractor's obligation to pay an interest charge to a subcontractor pursuant to the payment clause in this section may not be construed to be an obligation of the City. A contract modification may not be made for the purpose of providing reimbursement for such interest charge. A cost reimbursement claim may not include any amount for reimbursement for such interest charge.

d. Venue:

Any and all suits for any claims or for any and every breach or dispute arising out of this Contract shall be maintained in the appropriate court of competent jurisdiction in the City of Virginia Beach.

3. Non-Assignment:

The Contractor shall not assign its rights and duties under this Contract without the prior written consent of the City.

4. Subcontractors:

The use of subcontractors and the work they are to perform shall receive prior written approval of the contract administrator. The Contractor shall be solely responsible for all work performed and materials provided by subcontractors. The Contractor shall be responsible for the liability of subcontractors for the types and limits required of the Contractor.

5. Independent Contractor:

The Contractor shall agree and covenant that it is and shall be at all times, an independent contractor, and as such, shall have and maintain complete control over all of its employees and operations. Neither the Contractor nor anyone employed by it shall be, represent, act, purport to act, or be deemed to be an agent, representative, employee or servant of the City. Nothing in this section shall be deemed to absolve or otherwise limit the Contractor's liability and responsibility to safely and correctly perform its duties under any Contract resulting from the Request for Proposal.

6. Termination With Cause/Default/Cancellation:

In the event that the Contractor shall for any reason or through any cause be in default of the terms of the Contract, the City may give the Contractor written notice of such default by certified mail/return receipt requested. Unless otherwise provided, the Contractor shall have five (5) days from the date such notice is received to cure the default. Upon failure to cure the default, the City may immediately cancel and terminate the Contract as of mailing date of the default notice.

Upon termination, the Contractor shall withdraw its personnel and equipment, cease performance of any further work under the Contract, and

turn over to the City any work in process for which payment has been made.

In the event of violations of law, safety or health standards and regulations, the Contract may be immediately cancelled and terminated by the City and provisions herein with respect to opportunity to cure default shall not be applicable.

7. Termination Without Cause:

The City may at any time, and for any reason, terminate the Contract by written notice to the Contractor specifying the termination date, which shall be not less than five (5) days from the date such notice is mailed. Notice shall be given to the Contractor by certified mail/return receipt requested.

In the event of such termination, the Contractor shall be paid such amount as shall compensate the Contractor for work satisfactorily completed, and accepted by the City, at the time of termination.

If the City terminates the Contract, the Contractor shall withdraw its personnel and equipment, cease performance of any further work under the Contract, and turn over to the City any work completed or in process for which payment has been made.

8. Non-Appropriation:

The City shall be bound, hereunder, only to the extent that funds shall have been appropriated and budgeted or are otherwise available for the purpose of this Contract. In the event that no funds or insufficient funds are appropriated and budgeted or are otherwise unavailable by any means whatsoever in any fiscal period of payments due under this Contract, then the City shall immediately notify the Contractor of such occurrence and this Contract shall terminate the last day of the fiscal period for which appropriations were received without penalty or expense to the City of any kind, whatsoever.

9. Exclusivity:

The City reserves the right to procure goods or services covered under this Contract from a third party when, in the City's sole discretion, it is deemed to be in the City's best interest.

10. Submission and Disposition of Contractual Claims:

Prompt knowledge by the City of an existing or impending claim for damages or other relief may alter the plans, scheduling, or other action of the City and/or result in mitigation or elimination of the effects of the claim. Therefore, a written statement providing the City with notice of Contractor's intention to file a claim which (i) describes the act or omission by the City or its agents that the Contractor contends caused it damages or entitles it to other relief; and (ii) provides a description of the nature and amount of the claim. Such written statement shall be submitted to the City within twenty (20) days of the time of the occurrence or beginning of the work upon which the claim is based; provided, however, if such damage is deemed certain in the opinion of the Contractor to result from its acting on an order from the City, it shall immediately take written exception to the order. For purposes of this provision, "claim" shall include, without limitation, any request for an increase in the Contract price or time and any request for equitable adjustment. Submission of a notice of claim as specified shall be mandatory, and failure to submit such notice shall be a conclusive waiver to such claim for damages or other relief by the Contractor. Neither an oral notice or statement, nor an untimely notice or statement will be sufficient to satisfy the requirements herein.

The City will review the claim and render a final decision in writing within thirty (30) days of receipt of Contractor's written request for a final decision. Such decision shall be final and binding to the fullest extent allowed by law.

11. Severability:

If any provision of the Contract is found by any court of competent jurisdiction to be invalid or unenforceable, the invalidity of such provision shall not affect the other provisions of the Contract, and all other provisions of the Contract shall remain in full force and effect.

12. Compliance With Immigration Laws:

Contractor does not currently, and shall not during the performance of this contract, knowingly employ an unauthorized alien, as defined in the federal Immigration Reform and Control Act of 1986. See Section 2.2-4311.1 of Code of Virginia.

13. Property Damage:

The Contractor shall be responsible for repairing all damage to public and private property caused by their operation. All damages resulting from the Contractor's operation shall be corrected immediately or within a time period approved by the City.

14. No Joint Venture:

It is agreed that nothing contained in this solicitation and resulting contract shall be deemed or construed as creating a partnership or joint venture between the City and any other party, or cause either party to be responsible in any way for the debts or obligations of the other party. The Contractor shall perform their services as an independent contractor, and nothing herein shall be construed as placing Contractor in the category of merit employee, exempt employee or other type of employee of the City.

15. Foreign And Domestic Businesses Authorized To Transact Business In The Commonwealth:

The Contractor shall be registered and authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 or as otherwise required by law. The Contractor shall submit proof of such registration to the City. Additionally, the Contractor shall not allow its certificate of registration or authority to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or canceled at any time during the term of the Contract.

16. Waiver:

No failure of the City to exercise any right or power given to it by law or by this contract, or to insist upon strict compliance by contractor with any of the provisions of this contract, and no custom or practice of the parties at variance with the terms hereof, shall constitute a waiver of the City's right to demand strict compliance with the terms of this contract.

17. Integration:

This contract and any exhibits incorporated by reference in this contract constitute the final, complete, and exclusive written expression of the intentions of the parties, and shall supersede all previous communications,

representations, agreements, promises or statements, whether oral or written, by any party or between the parties.

B. Special Terms and Conditions:

1. Certificate of Insurance:

Certificates of insurance written by a company or companies acceptable to the City of Virginia Beach shall be submitted to the Contract Administrator prior to beginning work under the Contract and no later than ten (10) days after award of the Contract. Certificates of insurance shall list the City of Virginia Beach, Risk Management Division, Municipal Center, Virginia Beach, Virginia, 23456, as the Certificate Holder and the City of Virginia Beach as an additional insured. Insurance shall be maintained during the entire term of the Contract and shall be of the following forms and limits:

- a. Workers' Compensation - Statutory Limits
- b. Commercial General Liability - \$1,000,000 C.S.L
- c. Automobile Liability - \$1,000,000 C.S.L.

2. Payment and Performance Bonds:

Contractor shall furnish to the City a payment bond and a performance bond in conformity with Va. Code § 2.2-4339 each payable to the City and each in the sum of the contract amount. The performance bond shall be conditioned upon the faithful performance of the Contract in strict conformity with the terms and conditions of the Contract, and the payment bond shall be conditioned upon the prompt payment for all such material furnished or labor supplied or performed in the prosecution of the work. Each of the bonds shall be executed by one or more surety companies selected by Contractor which are licensed and legally authorized to conduct the business of insurance, including surety, within the Commonwealth of Virginia.

3. Hold Harmless-Indemnification:

It is understood and agreed that the Contractor hereby assumes the entire responsibility and liability for any and all damages to persons or property caused by or resulting from or arising out of any act or omission on the part of the Contractor, its subcontractors, agents, or employees under or in connection with this Contract. The Contractor agrees to indemnify and

hold harmless the City and its agents, volunteers, servants, employees, and officials from and against any and all claims, losses, or expenses, including reasonable attorneys' fees and litigation expenses suffered by any indemnified party or entity as the result of claims or suits due to, arising out of, or in connection with (a) any and all such damages, real or alleged, (b) the violation of any law applicable to this Contract, and (c) the performance of work by the Contractor or those for whom the Contractor is legally liable. Upon written demand by the City, the Contractor shall assume and defend at the Contractor's sole expense any and all such suits or defense of claims made against the City, its agents, volunteers, servants, employees, or officials.

4. Right to Remove Personnel:

The City of Virginia Beach retains the right of approving or rejecting any specific employee providing dedicated services for this program, approval will not be unreasonably withheld.

5. Additional Products:

For three years after the issuance of the Contract, the City may submit purchase orders for additional equipment and services as initially purchased or for optional items at the rate defined in the Price List submitted in response to Section V.D.4.

V. SPECIAL INSTRUCTIONS TO THE OFFEROR:

A. Pre-proposal Conference:

A pre-proposal conference will be held at the City of Virginia Beach Correctional Center, 2501 James Madison Boulevard, Building B on August 5, 2011. The purpose of the conference is to clarify and answer any questions regarding the solicitation. Any changes determined necessary as a result of this conference or any other source which may affect the responses to the solicitation will be formally addressed by the issuing office via addenda. Interested Offerors should meet in the lobby prior to 1:00 p.m. At 1:00 p.m., the group will be escorted to the appropriate room where the pre-proposal conference will be conducted. Attendance of this conference is not mandatory, but is advisable. A site tour will be conducted as part of the conference. After the conference, please direct all questions to the appropriate person listed below:

1. Scope of Work Questions: Captain Elliot Ortiz via e-mail at [eortiz@vbso.net](mailto:eortiz@vbso.net) or telephone (757) 385-4920

2. Procurement Questions: Mr. John McConnell (757) 385-8272

B. Contractor Registration:

For projects or contracts exceeding \$1,000.00, Offeror must be properly licensed under federal, state and municipal laws governing their respective trade during the entire term of the contract. Under Title 54.1, Chapter 11, Code of Virginia, 1950, as amended, Offerors shall show evidence of certificates of registration. Offeror shall place the following notation, after inserting their Contractor's License Number and Class, on the outside of the package containing their Proposal:

Registered Virginia Contractor No. \_\_\_\_\_ and Class \_\_\_\_\_

In addition, for the Offeror's proposal to be considered, the license must be issued in the same name that the proposal is submitted under.

C. General Submittal Terms and Conditions:

1. Definition of Terms- The following capitalized terms shall have the following definitions in this document as well as in the Audio Video Services Contract attached:

- a. The City- the City of Virginia Beach
- b. The term "Offeror" refers to the person, firm, or company that provides a proposal in response to this request for proposal (RFP) and who may or may not be successful in achieving an opportunity to negotiate for the final award of a Contract.
- c. The term "Contractor" means the Offeror to which the Contract will be awarded. References to the Contractor in this RFP shall also apply in full to any subcontractor for the named Contractor.

2. Submittal of Proposals:

- a. The proposal and required copies shall be placed in a sealed envelope or package that shall be identified with the request for proposal's item number and the name and address of the Offeror.
- b. An original and twelve copies of each proposal shall be submitted. The original proposal should be clearly marked "Original" on its outside cover.

- c. All proposals shall be received and time-stamped in the office location described below no later than the Closing Date and Time shown on the cover of this Request for Proposal. Proposals received after the specified date and time (time-stamped 3:01 p.m. or later) shall not be considered and shall be returned unopened to the Offeror.
- d. Issuing Office:  
City of Virginia Beach  
John McConnell, Procurement Services Coordinator  
Kempsville Building,  
2388 Court Plaza Drive  
Virginia Beach, Virginia 23456  
(757) 385-4438
- e. Proposals received by telephone, telegraph, or facsimile shall not be accepted.
- f. An Offeror receiving a request for proposal from a source other than the issuing office should contact the issuing office to become an Offeror of Record before submitting its proposal.

3. Examination:

The Offeror shall carefully examine the specifications and ensure that any proposal is responsive.

4. Questions:

- a. Questions concerning this solicitation may be made by telephone or in writing. Written questions should be addressed to the issuing office and received no later than August 10, 2011. Telephonic question should be directed to the appropriate person listed in Section IV.A
- b. Any material changes to the solicitation document will be addressed by issuance of a written addendum to all Offerors of Record that will become part of the proposal documents.
- c. Oral instructions do not form a part of the proposal documents.
- d. The Offeror shall check with the issuing office within 48 hours prior to proposal closing to secure any addenda affecting bidding.

5. Conditions of Work:

Each Offeror shall inform himself/herself fully of the conditions relating to the project and the employment of labor therein. Failure to do so will not relieve a successful Offeror of his obligation to furnish all materials and labor necessary to carry out the provisions of the Contract.

6. Anticollusion/NonDiscrimination/Drug-Free workplace Form:

The attached Anticollusion/Nondiscrimination/Drug-Free Workplace form incorporated herein (page 2) should be executed and returned with the proposal documents.

7. Woman, Service Disabled Veteran and Minority Participation Plan:

- a. IN ORDER FOR A RESPONSE TO THIS RFP TO BE CONSIDERED, THE RESPONSE MUST CONTAIN A COMPLETE WOMAN, SERVICE DISABLED VETERAN AND MINORITY PARTICIPATION PLAN. FAILURE TO SUBMIT A WOMAN, SERVICE DISABLED VETERAN AND MINORITY PARTICIPATION PLAN THAT ADDRESSES EACH ELEMENT MAY RESULT IN A RESPONSE BEING DECLARED NON-RESPONSIVE. EVERY OFFEROR, INCLUDING ANY CERTIFIED MBE, SBE, SDV, AND/OR DBE, MUST SUBMIT A COMPLETE WOMAN, SERVICE DISABLED VETERAN AND MINORITY PARTICIPATION PLAN IN ACCORDANCE WITH THE FOLLOWING PARAGRAPHS.

**MBE PARTICIPATION:** It is the policy of the City of Virginia Beach to encourage the participation of minority, service disabled veteran and woman-owned businesses in city procurement activities. In furtherance of this policy the City adopted sections 2-224.1 through 2-224.8 of the City Code on February 28, 1995 (commonly referred to as the "Minority Procurement Ordinance"). City Council amended sections 2-224.1 through 2-224.8 of the City Code on April 4, 2006.

Pursuant to Section 2-224.5, in order for a response to this RFP to be given further consideration, the Offeror must provide a Woman, Service Disabled Veteran and Minority Participation Plan setting forth at a minimum: (a) The good faith minority, service disabled veteran and woman-owned business participation efforts which the Offeror has undertaken in the past two years; (b) Whether the Offeror intends to utilize any subcontractors; (c) What, if any, woman-owned, service disabled veteran-owned and minority-owned subcontractors the Offeror intends to utilize; (d) The work to be performed by each woman,

service disabled veteran and minority-owned subcontractor; (e) The anticipated amount or percentage to be paid to each woman, service disabled veteran and minority-owned subcontractor; (f) The composition of the Offeror's workforce, specifically indicating the percentage of woman, service disabled veteran and minority employees in their company; (g) The percentage of woman, service disabled veteran and minorities in management positions, supervisory positions, professional positions, and non-professional positions; (h) What steps the Offeror has taken to solicit subcontracting proposals from woman-owned, service disabled veteran-owned and minority-owned subcontractors; (i) Which woman-owned, service disabled veteran-owned and minority-owned businesses the Offeror has solicited; (j) If the Offeror has elected not to utilize a woman-owned, service disabled veteran-owned or minority-owned subcontractor, an explanation of the decision; and (k) Any additional Good-faith Minority-owned, Service Disabled Veteran-owned and Woman-owned Business Participation Efforts the Offeror intends to make in connection with the contract. Woman, Service Disabled Veteran and Minority Participation Plan forms are available on the City of Virginia Beach's website, located at [www.vbgov.com](http://www.vbgov.com); select Business at top left corner of screen; then select Minority Business Council; from there select Related Documents; and from there select Woman and Minority Participation Plan Form for download, or by contacting the City of Virginia Beach Purchasing Division at (757) 385-4438 or using the template provided herein as Exhibit A.

OFFEROR MUST ADDRESS ALL ELEMENTS OF THE WOMAN, SERVICE DISABLED VETERAN AND MINORITY PARTICIPATION PLAN IN ITS RESPONSE TO THE RFP. If detailed responses to elements (c), (d), and (e) are not practicable at this stage due to uncertainty as to the precise scope of the project, please indicate that the specifics are unknown at this time. The successful Offeror shall update the Woman, Service Disabled Veteran and Minority Participation Plan with detailed responses to all elements prior to execution of the contract with the City. FAILURE TO SUBMIT A COMPLETE WOMAN, SERVICE DISABLED VETERAN AND MINORITY PARTICIPATION PLAN WITH THE PROPOSAL MAY RESULT IN THE PROPOSAL BEING DECLARED NON-RESPONSIVE.

- b. Within ten days of expiration or termination of the contract, the Contractor shall submit a report documenting its efforts undertaken in compliance with its Woman, Service Disabled Veteran and Minority Participation Plan. This final Plan should document the actual minority-owned, service disabled veteran-owned and woman-owned business participation efforts taken through the life of the contract. The report shall include, at a minimum:

- (1) A statement of whether any subcontractors were utilized;

- (2) A list of all woman, service disabled veteran and minority-owned subcontractors utilized;
  - (3) A brief description of the work performed by each woman, service disabled veteran and minority-owned subcontractor;
  - (4) The amount paid to each woman, service disabled veteran and minority-owned subcontractor; and
  - (5) Any additional Good-faith Woman-owned, Service Disabled Veteran-owned and Minority-owned Business Participation Efforts the Contractor made in connection with the contract.
- c. For contracts with a stated time of completion that is 365 calendar days or less, the Contractor shall submit the report required in the above paragraph within ten days of the expiration or termination of the contract. For contracts with a stated time of completion that is greater than 365 calendar days, the Contractor shall submit the required report on an annual basis calculated from the date of execution of the contract.

8. Proposal Binding for one-hundred and eighty (180) Days:

The Offeror agrees that this proposal shall be good and may not be withdrawn for a period of one-hundred and eighty (180) calendar days after the scheduled closing time for the request for proposal.

9. Proprietary Information:

Offerors are advised that Section 2.2-4342 of the Code of Virginia, i.e., the Virginia Public Procurement Act, shall govern public inspection of all records submitted by the Offeror. Specifically, if Offeror seeks to protect any proprietary data or materials, pursuant to Section 2.2-4342, **Offeror shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is needed.** Furthermore, the Offeror shall submit proprietary information under separate cover, and the City reserves the right to submit such information to the City Attorney for concurrence of the Offeror's claim that it is in fact proprietary. References may be made within the body of the proposal to proprietary information; however, all information

contained within the body of the proposal not labeled proprietary or otherwise not meeting all three of the requirements of Section 2.2-4342 shall be public information in accordance with State statutes.

10. Price Quotations:

All prices shall be quoted in U.S. dollars. Prices quoted will be considered firm, unless subsequently negotiated as different and agreed to by both parties to the final contract.

11. Proposal Costs:

Prospective Offerors shall be responsible for all costs incurred in the development and submission of a proposal. The City assumes no contractual obligation as a result of the issuance of this RFP, the preparation or submission of a proposal by an Offeror, any cost associated with interviews and travel, or any other Offeror cost involved in a response.

12. Exceptions:

Proposals should be as responsive as possible to the provisions stated herein, however, an Offeror may make exceptions to the provisions without their proposal being disqualified. During the evaluation process, the City will consider whether the impacts of any such exceptions are positive or negative. The Offeror should clearly indicate when exceptions or deviations are being taken and state the reason why. Notwithstanding the above, proposals received late shall be rejected.

13. Award:

The award of a contract shall be the sole discretion of the City. The award shall be based upon the evaluation of all information as the City may request. The City reserves the right to accept or reject any or all proposals in whole or in part and to waive any informalities in the bidding. Further, the City reserves the right to enter into any contract deemed to be in the best interest of the City. Offerors are advised that award of a contract may be contingent on the city identifying a revenue stream for long term support of the system.

14. Public Notice of Award or Decision to Award:

Public notice of the award or the announcement of the decision to award shall be provided by posting the appropriate notice on the "bid board"

located in the issuing office and mailing the notice to the Offerors who submitted proposals in response to the solicitation.

D. Preparation Guidelines:

For consideration, all proposals should be as responsive as possible to the solicitation. In order to adequately evaluate the proposals, all Offerors should use the following format:

1. Experience:

The Offeror shall provide a concise description of its experience as it relates to the scope of work outlined herein. Said description should include a matrix that outlines the Offeror's experience. The matrix should show the names of clients where similar services were provided along with a description of the services provided, total value of the contract, date service was provided and name and telephone number of a contact person for that client.

2. Capability and Skill:

The Offeror should provide the following information:

a. A company profile providing the following information:

- (1) Firm's name and business address, including telephone and facsimile numbers;
- (2) Year established (include former firm names and year established, if applicable);
- (3) Organizational Chart of the firm;
- (4) The name, title, address, and telephone number of the Offeror's authorized negotiator. The person cited shall be empowered to make binding commitments for the firm and its subcontractors, if applicable;

b. A description of Offeror's qualifications to perform the services.

c. A listing of Offeror's resources, available to support the services to be provided.

- d. Description of the qualifications of the management and staff personnel that will be assigned to the Contract.
- e. Copies of certificates of insurance or other documentation that verify that Offeror can obtain the insurance and surety stipulated herein.
- f. Documentation to show that Offeror is properly registered with the Commonwealth of Virginia State Corporation Commission.
- g. Copy of Contractor's License
- h. Description of financial stability and other resources that most adequately ensure the delivery of acceptable services to the City. Offeror shall indicate the type of organization they represent- i.e., individual, partnership, or corporation. If Offeror represents a corporation or partnership, the names of the President, Vice-President, Secretary, Treasurer, and all principals or partners shall be listed. If available, Offeror should provide financial statements - i.e., audited annual financial reports for the previous three years.

3. Services to be Performed:

The Offeror should provide a description outlining the services to be performed. The description should, at a minimum, provide:

- a. A narrative of how each provision of Section III shall be satisfied. Narrative shall be structured to provide a sequential response to each provision.
- b. A summary of the personnel that will be dedicated to the Contract. The summary should provide the number of employees that will be assigned to the Contract, their job titles and responsibilities, and the percentage of time they will be assigned to the Contract.
- c. Equipment/Hardware specifications and cut sheets for all individual items with a cost to the Offeror in excess of \$1000.
- d. List of any materials or resources to be provided by the City.
- e. A preliminary estimate of the required network bandwidth to display, record, and manipulate the cameras shall be provided in the proposal.

- f. A list of any exceptions taken to the RFP and a statement of the reason(s) why the exceptions were taken.

4. Cost of Services:

The Offeror shall provide a line-item equipment and services price list in excel format. The price list should identify all major cost items of the services and products to be provided for a turn-key delivery of Phase I of the project (Platform and VBJC integration). The price list shall provide, at a minimum, the following information: Description of product or service, quantity, price, and extended price. The total cost of all line-items should equate to the cost of providing Phase I. In addition, Offeror shall provide optional pricing associated with provision of yearly maintenance and technical support after expiration of the two-year warranty and maintenance and technical support provided with Phase I.

The Offeror should address each of the above areas fully and should not necessarily limit responses only to the points stated.

E. Proposal Opening:

At the time specified, the proposals received timely shall be opened. Only the names of Offerors submitting proposals shall be read aloud. No other information will be provided at that time.

F. Evaluation:

The City shall select two (2) or more Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the factors listed below:

1. Offeror's experience in providing the services requested.
2. Offeror's capability and skill to perform the services.
3. Responsiveness of the written proposal to the purpose and scope of work.
4. Cost of Services.

Negotiations shall then be conducted with each of the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the City shall select the Offeror, which, in its opinion, has made the best proposal, and shall

award the contract to that Offeror. Should the City determine in its sole discretion that one Offeror is qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The City of Virginia Beach is not required to furnish a statement of the reason(s) why a proposal was not deemed to be the most advantageous.

G. Submittal:

The Offeror shall submit the following documents/information:

1. Cover page of request for proposal with signature, title, and date;
2. Completed anticollusion/nondiscrimination form (page 2);
3. Good Faith Minority-owned Business Participation Efforts statement as required under paragraph V.C.7 of this document;
4. Proposal as requested herein under Section V.D, entitled "Preparation Guidelines."

## WOMAN, SERVICE DISABLED VETERAN AND MINORITY PARTICIPATION PLAN

**Contractor Name:** \_\_\_\_\_

**BID/RFP Number:** \_\_\_\_\_

(1) Subcontractor Utilization:

\$ \_\_\_\_\_.

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[illegible]

\* Business Classification Legend:

Minority Man (M)

Non-Minority Woman (W)

Minority Woman (MW)

Service Disabled Veteran (SDV)

All Other (AO)

d) Identify **all proposed subcontractors** to be used on this Agreement below:

| Business Name | Contact Information<br>(Primary Contact, Address, Phone) | Work to be Performed | Estimated Amount of Subcontract Work | % of Total Agreement | * |
|---------------|----------------------------------------------------------|----------------------|--------------------------------------|----------------------|---|
|               |                                                          |                      |                                      |                      |   |
|               |                                                          |                      |                                      |                      |   |
|               |                                                          |                      |                                      |                      |   |
|               |                                                          |                      |                                      |                      |   |
|               |                                                          |                      |                                      |                      |   |
|               |                                                          |                      |                                      |                      |   |
|               |                                                          |                      |                                      |                      |   |
|               |                                                          |                      |                                      |                      |   |

\* Business Classification Legend:

Minority Man (M)

Non-Minority Woman (W)

Minority Woman (MW)

Service Disabled Veteran (SDV)

All Other (AO)

- e) If you have elected not to utilize any woman, service disabled veteran or minority owned businesses, please provide explanation of the decision.

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(2) Good-Faith Efforts:

- a) Are there any additional good-faith minority-owned, service disabled veteran-owned or woman-owned business participation efforts that you intend to make in connection with this Agreement? If none, please so indicate.

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- b) Not including this RFP/Bid, have you undertaken any other good-faith minority-owned, service disabled veteran-owned or woman-owned business participation efforts in the past two years? If none have been undertaken, so indicate and include a statement explaining why you have made no good-faith minority-owned, service disabled and woman-owned business participation efforts in the past two years.

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(3) Workforce Composition:

Total # of Employees \_\_\_\_\_

Please describe the Workforce Composition of your company:

| Type of Employee         | # Employees | % of Employees | % Managers | % Supervisors | % Professional | % Non - Professional |
|--------------------------|-------------|----------------|------------|---------------|----------------|----------------------|
| Woman                    |             |                |            |               |                |                      |
| Minority                 |             |                |            |               |                |                      |
| Service Disabled Veteran |             |                |            |               |                |                      |
| <b>All Others</b>        |             |                |            |               |                |                      |

**Manager:** is responsible for directing and controlling the work and staff of a business, or of a department within it.

**Supervisor:** oversees and guides the work or activities of a group of other employees.

**Professional:** requires extensive education in their field (undergraduate degree or higher) or a specialized certification from an accredited agency.

**Non-Professional:** not in one of the above categories.

### Instruction to Obtain Drawings

Drawings may be obtained from the office of Pace Collaborative, P.C., 1277 Perimeter Parkway, Virginia Beach, VA 23454: Telephone number 757-499-7223. Drawings may be obtained between 8:00 am and 5:00 pm Monday through Thursday and 8:00 am to 11:30 am on Friday. A non-refundable fee of \$50.00 will be required. Checks should be made payable to Pace Collaborative, P.C.,

Drawings may be **viewed** at the Issuing Office during normal business hours (8:00 am to 5:00 pm, Monday through Friday): City of Virginia Beach, Purchasing Division, 2388 Court Plaza Drive, Virginia Beach, VA, 23456.