



Public Notice

REQUEST FOR PROPOSALS (RFP)

Police Department Body Worn Camera System

Release Date: July 16, 2021

Deadline for Submission: August 6, 2021

Contact person: Alex Turcotte, Citrus Heights Police Department

Citrus Heights Police Department

**6315 Fountain Square Drive
Citrus Heights, CA 95621-5577
(916) 727-5500**

REQUEST FOR PROPOSALS

Police Department Body Worn Camera System

RELEASE DATE: July 16, 2021

CLOSING DATE: Friday, August 6, 2021 at 5:00pm

All submissions must be received at the Citrus Heights Police Department by the above deadline, postmarks will not be accepted.

CONTACT PERSON: Alex Turcotte
Police Commander
916.727.5575
aturcotte@citrusheights.net

Citrus Heights Police Department
6315 Fountain Square Drive
Citrus Heights, CA 95621-5577
Hours: Monday –Friday 8:00AM – 5:00PM

Purpose

The Citrus Heights Police Department (CHPD) is seeking proposals to implement a department wide Body Worn Camera (BWC) System with at least 90 cameras. In addition to hardware and related accessories, this system must include software to store, manage, retrieve, redact, and share captured digital video and audio. The software must interface with our Computer Aided Dispatch (CAD) and Records Management System (RMS) (Vendor: Sun Ridge Systems, Product name: RIMS). Qualified companies will also provide a, minimum five-year service agreement, which includes set up, training, maintenance, service, and support of all system hardware and software.

The equipment (cameras, accessories, docking stations, etc.) may remain the property of the vendor but will reside at the city for the duration of the contract. All audio and video data shall be the sole property of the City of Citrus Heights, CA during the contract and will remain as such afterwards.

Proposals that do not conform to the mandatory items provided in the proposal instructions will not be considered.

The City

The City incorporated as a General Law city with a Council/Manager form of government in January 1997. It is located approximately 10 miles east of downtown Sacramento on Interstate 80 between Sacramento and Roseville, California. The City has a population of almost 90,000 residing in a 14 square mile area in a mature, urbanized area estimated to be approximately 97% built out.

The City currently employs over 190 full-time employees providing services in the areas of community development, general services, general administration, economic development, finance and police services. Citrus Heights is not a full-service city. Various special districts within Citrus Heights provide such services as water, fire, schools, and parks & recreation. The City Council's priorities include maintaining fiscal stability, improving streets and infrastructure, diversifying for a changing economy, enhancing and expanding public safety, and improving community vibrancy and engagement.

CHPD was launched in 2006. The department currently consists of 148 full time employees, including 92 full time sworn officers and approximately 8 part-time sworn reserve officers. The department has a strong focus on community oriented policing and responsive customer service.

Project Background

For this RFP, CHPD intends to fully outfit a minimum of 90 sworn officers with BWCs. Each camera must be rugged, easy to use, and meet the functionality requirements of public safety operations. Additionally, these cameras must be supported by software that meets the chain of custody requirements of digital evidence as well as the redaction capabilities to easily comply with public record release.

Scope of Work

BWC Specifications:

- Within industry standards for size and weight (Max. 4.5 oz.)
- Wide angle lens (Min. 140 degree)
- Waterproof, shockproof case (Min. IP66-X8)
- Built-In Wi-Fi
- Built in Bluetooth
- Built-In GPS
- Multiple mounting options – on the body, i.e. clasps, plates, etc.
- Ability to record continuously for at least 12 hours
- Must have pre-record, and must have the ability deactivate the feature if deemed necessary
- Additional battery extender options (mobile charger, USB cable, etc.)
- Secure encryption of data
- Multiple resolution settings of 480p/720p/1080p/1296p (set to dept. preference)
- Audio and video record
- Multiple charging options, AC, 12V DC
- 30 frames per second video
- Mpeg – 4 formats
- Ability to simultaneously capture photos while recording videos without interruption
- Multiple activation notifiers such as vibrate, speaker, lights
- Ability to set stealth mode (no lights or sounds, with vibration as the sole notifier)
- Charging time of 4 hours or less
- IR capable with option to deactivate the feature if deemed necessary

Technical Requirements:

- Cameras must be able to connect with any Windows 7 or newer computer for download and maintenance.
- Respondent must include video/audio data management software
- 24-hour remote technical support provided (contiguous United States)
- Body Cameras must have AUTO ON functionality with multiple integrated triggers from vehicle

Service and Repair:

- All service and repair of devices provided at no cost to City. List any exceptions to covered repairs.
- Respondent must include specific time frame for replacement/ upgrade of cameras and accessories commencing with the original product delivery date
- 24-hour Technical Support (US Stateside)
- Must provide the option for 24/7 outsourced redaction services to Citrus Heights PD with a 24 - 48 hour turn-around on any video, photos, or audio that needs redacting. This process must be completed in a Criminal Justice Information Services (CJIS) compliant manner.

Storage:

- Off-site, secure, cloud storage in an unlimited capacity
- 24-hour access for viewing or downloading the stored videos
- Upon termination of the contract, City shall be given sufficient time to download all audio and video content.
- Acknowledgment that data is property of the city and must be made available at no additional cost
- Storage solution compliance with law enforcement CJIS data protection and transport (i.e. SSL) standards. No external party-initiated connections will be allowed. The storage facility must be located within the contiguous United States (lower 48) including data storage for disaster recovery (DR) solutions.
- Clear indication of storage costs, equipment replacement costs, and cloud transactions costs.
- Disclosure of all additional costs
- Ability to export audit trail along with video, including redactions in an industry standard format
- Identified scope of audit trail
- Identified data integrity
- Capability to produce digitally authenticated duplicates
- Ability to upload videos from third parties via an encrypted link.

Other Requirements:

- Respondent must provide an on-site (City of Citrus Heights Police Department) implementation and training program.
- Respondent must provide a complete CAD integration project with Sun Ridge Systems, Inc.

Proposal Format

Responses to this Request for Proposal must be made according to the requirements set forth in this section, both for content and sequence. Failure to adhere to these requirements, or inclusion of conditions, limitations or misrepresentations in a response may be cause for rejection of the submittal. Use 8-1/2" x 11" sheets (fold outs are acceptable for charts, etc.). Type size must be large enough to be easily legible but shall not be smaller than 12-point font.

Cover Letter shall be a maximum two-page Cover Letter and introduction, and shall include the name and address of the respondent submitting the proposal, together with the name, address and telephone number of the contact person who will be authorized to make representations for the respondent, the respondent's federal tax ID number, DUNS number, and a list of subcontractors, if any. The cover letter shall include a statement that the proposal is valid for 90 days after receipt.

Table of Contents shall be a detailed Table of Contents and shall include an outline of submittal, identified by sequential page number and by section reference number and section title as described therein.

Company Overview shall be a maximum of five pages in length and shall describe the respondent's experience in providing body cameras for law enforcement. Experience and focus in the public safety sector is of vital importance. The proposal shall include a statement that the company can meet the Scope of Work as detailed below and include the timeline for completing all required tasks. Describe related past projects completed along with a discussion comparing similarities with this proposed project. Please provide a comprehensive narrative history of the company and its experience in providing body cameras to public safety agencies. Respondents may also include any additional offered services or resources they offer that exceed the minimum requirements stated within this RFP.

This section shall also contain a comprehensive list of references preferably including municipalities or government agencies wherein similar services were performed. At a minimum, the following information must be included for each client reference:

- Client name, address, contact person name, telephone number, and email address.
- Detailed description of services provided similar to the services outlined in the Draft Scope of Work.

System Capabilities shall be a maximum of six pages entitled "System Capabilities" and shall include a description of the proposing Respondent's resources for successfully developing and completing this project. (Resources can include company's stability, staffing, support services, product quality/availability, method of delivery, etc.)

Project Pricing shall detail the cost portion of the proposal. Respondent shall provide pricing based on cost to properly train city staff, program implementation, and provide support and maintenance of the system annually. Respondent shall provide an itemized breakdown of all costs associated with providing body worn cameras to law enforcement agencies as formatted below. Prices quoted shall be valid for at least thirty (90) days following the proposal submission deadline and if a contract is entered into as a result of this RFP, shall become fixed for the term of the contract. All costs must be included in the Cost Response Section of the Proposal along with a not-to-exceed price.

Cost must be summarized in the following format (or similar format) per year. For example, if the contract is for five years, provide the below costs for Year 1, Year 2, Year 3, Year 4, and Year 5. For items that are on an as-needed basis provide the cost per service and the not to exceed costs.

For cost purposes, assume a total of 90 cameras and the required hardware, accessories and support.

Cost Element	Replacement Frequency	Cost per item	Cost for Year X	Not to Exceed Costs
Body Worn Cameras, Mounting Apparatus, Service, Repair and 24-Hour Technical Support				
Additional Accessories and/or Mounting Options for BWCs				
Docking Stations				
Cloud Storage				
CAD Integration (Sun Ridge)				
Set Up/Installation Fees				
On-Site Training (Implementation)				
Total Year X Cost			Sum	

Cost Element for As-Needed Services	Cost per Item/Incident/Etc.
Outsourced Redaction	
On-Site Training (after implementation)	

Note: Any and all costs for the services presented must be accounted for and displayed in this summary format. Failure to do so may disqualify the proposal from further consideration. If your company has any commentary on any of these costs or require explanation, please do so on the page or continuation of the page on which you place this table in your proposal.

Draft Scope of Work shall be identified as “Attachment II – Scope of Work” for incorporation in the Model Contract as the final contract to be awarded to the successful respondent. This is the document in which the proposing respondents are requested to describe the work they will perform to complete this project. Should there be any tasks that are expected to be performed by the City, these should also be clearly outlined as tasks in the Draft Scope of Work. If the proposing respondent included a

not-to-exceed price in the proposal, proposed billing rate for all reimbursable expenses should be included in the Draft Scope of Work.

Evaluation Criteria

The selection committee will include representatives from the City of Citrus Heights and CHPD. The criteria for selecting the company is provided below:

Criteria may include *but are not limited to*: Reputation and Experience, Capability and Availability of Staff, Quality of Product, System Design, and Cost. Criteria may be adjusted depending on the project and desired results.

- a. Reputation and Experience: Does the Respondent have sufficient experience in the kind of work required? Does the Respondent have a reputation of being reliable, delivering on schedule and performing tasks to the satisfaction of its clients?
- b. System Capability/Ease of Solution's Use/Support: Does the Respondent have the resources and capability to meet the customer support and maintenance needs? Is the repair or replacement turn-around time acceptable? Does the Respondent have the ability to provide more advanced technology solutions? How are upgrades and maintenance handled? Does the Respondent have sufficient stability and ability to meet the needs both now and in the future?
- c. Cost: Are the costs reasonable for the proposed tasks? Complete Cost response in format as per *Project Pricing* section above.

Selection may consist of two levels of review. Level I will consist of evaluating the proposals for the purpose of establishing the most qualified respondents. Level II will be used to select the finalists. This level may include a request for a presentation/demonstration from the finalists, proposal fact finding and negotiation of contract terms and conditions at no cost to the City of Citrus Heights. The presentation/demonstration may be web-based.

We reserve the right to discuss the proposals and negotiate modifications of the proposal, draft and potentially change the scope of work, terms and conditions and pricing with the prospective company as a part of the selection process.

Key Action Dates/Timeline

Event	Anticipated Date/Time (Subject to Change)
RFP Publication	Friday – July 16, 2021
Final Date to Submit Questions and Requests for Clarification	Friday – July 30, 2021
RFP Submittals Due	Friday – August 6, 2021
Notifications to Finalists	Friday – August 20, 2021

Presentations from Finalists (If applicable)	Week of August 23, 2021
Notice of Intent to Award	Friday – September 10, 2021
Anticipated Contract Award Date	Friday – October 1, 2021

General Terms & Conditions

Limitation: The Request for Proposals (RFP) does not commit the City of Citrus Heights (City) to award a contract, to pay any cost incurred in the preparation of the firm's RFP response or to procure or contract for services or supplies. The City reserves the right to accept or reject any or all RFP responses received as a result of this request, to negotiate with all qualified sources or to cancel all or part of this RFP.

Award: The firm/entity selected may be required to participate in negotiations and to submit such revisions of their proposals as a result of the negotiations. The City reserves the right to award a contract/select a service provider without discussion based upon the initial proposals.

Indemnity: To the fullest extent permitted by law, the Vendor shall indemnify, defend, and volunteers, from and against any and all claims, losses, liabilities of every kind, nature and description, damages, injury (including without limitation injury to or death of an employee of Vendor or subcontractors as well as any claim by any employee, agent, contractor or independent contractor hired or employed by Vendor that such persons or individuals are entitled to any benefit otherwise provided to employees of the City, including coverage under the California Public Employee Retirement System, costs and expenses of any kind, whether actual, alleged or threatened, including, without limitation, incidental and consequential damages, court costs, reasonable attorney fees, litigation expenses, and fees of expert contractors or expert witnesses incurred in connection therewith and the costs of investigation, arising out of, pertaining to, or relating to, directly or indirectly, in whole or in part, the negligence, recklessness, or willful misconduct of Vendor, any subcontractor, anyone directly or indirectly employed by them or anyone that they control. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Vendor. This obligation to indemnify and defend the City, its members, officers, agents, employees and volunteers shall survive termination of the Contract.

The Vendor shall also agree to indemnify, defend and hold harmless the City, and its members, officers, employees, agents and volunteers for any costs, including attorney fees, expenses, damages, or liability that City may incur as a result of any proceedings claiming infringement of any patent, copyright, or trademark by use of the product and services furnished by Vendor.

Insurance: The consultant shall maintain in full force and effect the insurance as outlined in **Attachment A**. The City reserves the right to waive or modify such insurance coverage. However, consultants meeting the insurance requirements will receive greater consideration during the selection procedure. All insurance shall be evidenced by a Certificate of Insurance and endorsement, acceptable to the Risk Manager, prior to execution of a contract. The consultant shall state their ability to meet the City's insurance requirements within their submittal.

Business License Requirements: The selected Vendor will be required to obtain a business license from the City of Citrus Heights.

Signature: The consultant's RFP response shall provide the following information: name, title, address and telephone number of individuals with authority to bind the service provider and also who may be contacted during the period of proposal evaluation. The consultant's RFP response shall be signed by an official authorized to bind the consultant, signifying complete understanding of and ability to comply with all requirements of the RFP, including those related to insurance as identified above.

Submission Instructions

The response shall include a cover letter, a table of contents and all items listed above and shall be in the following format:

- Submissions shall contain one (1) signed, unbound original and three (3) hard copies, printed material on 8.5" X 11" paper.
- One (1) electronic copy shall also be provided in Compact Disc or thumb drive format.
- Submissions shall be in the order noted above.
- Submissions may also include color and fold out charts and graphs.

The City shall receive all Submissions no later than **5:00pm, Friday, August 6, 2021**. Submissions should be addressed to:

Alex Turcotte
Police Commander
Citrus Heights Police Department
6315 Fountain Square Drive
Citrus Heights, CA 95621-5577

Late proposals will not be accepted.

Attachments: Attachment A – Standard Insurance Requirements

Attachment A

Standard Insurance Requirements

All bonds and insurance requirements need to be complete and submitted prior to your contract being approved.

I. GENERAL

- A. **Send these requirement sheets to your insurance broker for immediate compliance.**
- B. **NO CONTRACTS WILL BE APPROVED UNTIL ALL CERTIFICATES ARE IN ORDER.**
- C. New and renewal Certificates and endorsements must reference a specific job. "All Operations" certificates are not acceptable.
- D. All contractors and subcontractors working on a project or jobsite must meet the same insurance requirements you do, prior to starting work on the project or site.
- E. All insurance companies must have an AM Best rating of A:VII or better.
- F. Any deductibles must be declared to and approved by the City.
- G. All insurance coverage, with the exception of Professional Liability coverage must be written on a full "per occurrence" basis.
- H. A 30-day cancellation notice is required, and written or modified to a form that binds the insurer to provide it. For non-payment of premium, a 10-day notice is acceptable.
- I. Expiration dates are required on all certificates.
- J. All Certificates must have an original signature.

II. SPECIFIC COVERAGE

A. GENERAL LIABILITY/AUTOMOBILE LIABILITY

GENERAL LIABILITY

\$2,000,000 General Aggregate

\$2,000,000 Products and/or Completed Operations

\$1,000,000 Each Occurrence

AUTOMOBILE LIABILITY

\$1,000,000 Combined Single Limit

B. WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY

\$1,000,000 Employer's Liability

STATUTORY Workers' Compensation

- C. Professional Liability. The consultant and its contractors and subcontractors shall secure and maintain in full force, during the contract term professional liability insurance policies appropriate to the respective professions and the work to be performed as specified. The limits of such professional liability insurance coverage shall not be less than \$1,000,000 per claim and \$2,000,000 aggregate. If requested by the City, the consultant's insurer must provide a complete, certified copy of the professional liability insurance policy.

- D. Information Technology Vendor/Information Technology Professional Services (IT Insurance). Information technology (IT) vendor or IT Professional Services appropriate to the

infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion, and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties, as well as credit monitoring expenses, with limits sufficient to respond to these obligations. Minimum limits of \$2,000,000.00 per occurrence and \$2,000,000.00 aggregate

III. ENDORSEMENTS

- A. **The GENERAL LIABILITY AND AUTOMOBILE LIABILITY policies are to be endorsed to contain, the following provisions:**
1. The Entity, its officers, officials, employees, and agents are to be covered as insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the contractor; and with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations. General Liability coverage shall be provided in the form of an **Additional Insured endorsement** (CG 20 10 11 85 or equivalent) to the contractor's insurance policy, or as a separate owner's policy.
 2. There must be an **endorsement** indicating that coverage is primary and non-contributory with respect to additional insureds.
 3. There must be an **endorsement** that includes a severability of interest clause. (cross liability).
 4. Where applicable, the General Liability policy shall contain an endorsement or provision stating that such insurance applies to the liability assumed by any subcontractor. (Owners and Contractors Protective)
 5. The General Liability coverage shall be at least as broad as ISO form CG 00 01 (ed. 10/01).
 6. The auto coverage shall be provided for owned, hired, and non-owned autos.
 7. The auto coverage shall be as broad as ISO form CA 00 01.
- B. **The WORKERS COMPENSATION/EMPLOYERS LIABILITY policy must contain an endorsement with a waiver of subrogation in favor of the City of Citrus Heights for all work performed by the contractor, its employees, agents and subcontractors.**
- C. Acceptance of any certificate of insurance or endorsement showing proof of insurance required by your contract does not constitute approval or agreement by the City of Citrus Heights that the insurance requirements have been met or that the bond or insurance policies referenced on any certificates and endorsements are in compliance with your contractual requirements.
- D. Except for the professional liability / errors and omissions policy, defense costs shall be available in addition to the limits. Notwithstanding the minimum limits specified herein, any available coverage shall be provided to the Parties required to be named as additional insureds pursuant to this Contract.