September 25, 2018

Subject: Request – # IT-107 19

From: Jan Williams, CPPB, Buyer
Purchasing Division.

The Village of Schaumburg IL has a current sealed proposal opportunity for purchase of a Digital In-Car Video and Evidence Management Solution. Proposals are due no later than 1:00 p.m. on Friday, October 26, 2018.

Proposals shall be submitted in sealed envelopes clearly identified with the Respondent’s name, address, subject matter and project number of proposal as indicated in the specification, and designated date and time the proposals are due. Absolutely NO electronic proposals will be accepted.

Village bids and proposals are available on-line via the village’s internet web site. The instructions for accessing this site and downloading the PDF files have been provided on page two of this notice.

It is extremely important that you immediately notify the Purchasing Division via e-mail to jwilliams@schaumburg.com if your firm intends to submit a response to the electronic document. This step is necessary to establish a communication link between the village and the Respondent so that any addenda or other relevant information may be transmitted properly. The Respondent, not the village, is responsible for obtaining any addenda to the original specification when the Respondent chooses the option of downloading electronic files. Addenda and other relevant information will be posted on the Business to Government-Commerce and Bid Information web page.

Documents may also be obtained at the Village of Schaumburg, Purchasing Division, 101 Schaumburg Ct., Schaumburg, IL from of 9:00 a.m. to 4:00 p.m., Monday through Friday. If there are blueprint plans with the project, the files will be provided in CD format, not paper.

Please complete the information requested below and return via e-mail to jwilliams@schaumburg.com.

☐ Our firm has obtained the electronic PDF file for purchase of a Digital In-Car Video and Evidence Management Solution and will be submitting a sealed response.

Company Name:________________________ Contact Name:________________________

Complete Mailing Address:_____________________________________________________

Phone No.:________________________ Fax No:________________________

E-mail Address:______________________________________________________________
The Village of Schaumburg's internet web site provides purchasing related information for current & future village suppliers.

**IMPORTANT!** Vendors that download and print documents from this web site are responsible for obtaining ALL files associated with the individual bids or proposal. In order to maintain the line of communication, vendors intending to respond to a bid or proposal document must provide the Purchasing Division with all company contact information via e-mail to jwilliams@schaumburg.com.

To access the Village of Schaumburg website:

- **Logon to:** [www.villageofschaumburg.com](http://www.villageofschaumburg.com), the main page of the village's web site.

The **Business to Government** page provides general information and access to the village's Vendor Registration Form, Freedom of Information Form, and several purchasing related links. To find this page, single click on the left side of the main website page.

The **Current Requests for Bids and Proposals** page provides access to downloadable PDF bid and proposal documents.

Please read the instructions entirely. Below the instructions is a list of bid & proposal opportunities. Access any of the listed projects by single clicking on the individual TITLE. A complete detail of the specific project will open up. All document files related to the specific project will be provided as PDF at the bottom of the detail page.

The **General Terms and Conditions** page provides answers to frequently asked questions concerning how to do business with the Village of Schaumburg. To find this page, single click on the left side of the Business to Government web page.

The **Procurement Processes** page provides an explanation of the processes utilized by the Village of Schaumburg for procurement of goods and services. To find this page, single click on the left side of the Business to Government web page.
The Village of Schaumburg, IL will accept sealed proposals for the purchase of a Digital In-Car Video and Evidence Management Solution.

Specifications and all Contract Documents are available on-line on the Village of Schaumburg’s Purchasing Division web page at www.villageofschaumburg.com under Bids & Proposals. They may also be obtained from the Village of Schaumburg, Purchasing Division, Atcher Municipal Center, 101 Schaumburg Ct., Schaumburg, IL, 60193 during the hours of 9:00 a.m. to 4:00 p.m., Monday through Friday. Prices quoted must be valid for a minimum of 90 days from the date of the proposal opening.

Sealed proposals will be received by Jan Williams, CPPB, in the Purchasing Office, at the above address until **1:00 p.m. on Friday, October 26, 2018.**

The Village of Schaumburg reserves the right to reject any and all proposals or to waive any technicalities, discrepancies, or information in the proposals. The Village of Schaumburg does not discriminate in admission, access to, treatment, or employment in its programs and activities.

General questions regarding this Legal Notice shall be directed to Jan Williams, CPPB, Purchasing Office, at (847) 923.4512. **All detailed questions concerning the actual proposal specification are to be forwarded in writing via e-mail to jwilliams@schaumburg.com no less than five (5) business days prior to the scheduled opening date.**

Following review and the Purchasing Division’s receipt of an award recommendation, contract awards will be posted on the Village of Schaumburg’s Internet web site http://www.villageofschaumburg.com.

Oscar Martin III
Purchasing Manager
EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

EQUAL EMPLOYMENT OPPORTUNITY CLAUSE required by the Illinois Fair Employment Practices Commission as a material term of all public contracts.

During the performance of this contract, the contractor agrees as follows:

1. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or ancestry; and further, that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.

2. That, if it hires additional employees in order to perform this contract, or any portion hereof, it will determine the availability (in accordance with the Commission’s Rules and Regulations for Public Contracts) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.

3. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, national origin, or ancestry.

4. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor’s obligations under the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts. If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules and Regulations the contractor will promptly so notify the Illinois Fair Employment Practices Commission and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations there under.

5. That it will submit reports as required by the Illinois Fair Employment Practices Commission’s Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Commission or the contracting agency, and in all respects comply with the Illinois Fair Employment Practices Act and the Commission’s Rules and Regulations for Public Contracts.

6. That it will permit access to all relevant books, records, accounts, and work sites by personnel of the contracting agency and the Illinois Fair Employment Practices Commission for purposes of investigation to ascertain compliance with the Illinois Fair Employment Practices Act and the Commission’s Rules and Regulations for Public Contracts.

7. That it will include verbatim or by reference the provisions of paragraphs 1 through 7 of this clause in every performance subcontract as defined in Section 2.10 (b) of the Commission's Rules and Regulations for Public Contracts so that such provision will be binding upon every such subcontractor; and that it will also include the provisions of paragraphs 1, 5, 6, and 7 in every supply subcontract as defined in Section 2.10(a) of the Commission’s Rules and Regulations for Public Contracts so that such provisions will be binding upon every such subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by all its subcontractors; and further it will promptly notify the contracting agency and the Illinois Fair Employment Practices Commission in the event any subcontractor fails or refuses to comply therewith. In addition, no contractor will utilize any subcontractor declared by the Commission to be non-responsible and therefore ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

The Village of Schaumburg does not discriminate on the basis of handicapped status in admission or access to, or treatment or employment in, its programs and activities.
STANDARD CONDITIONS

**Contract Documents:** Any drawings, plans, standard conditions, special conditions, supplemental additional conditions, specifications, proposal notice, proposal sheet, and addendum, if any, as specified herein shall form the “Contract Documents.” For the purpose of this proposal, the word “Village” shall refer to the Village of Schaumburg and the word “Proposer” shall refer to any person, company, or entity submitting a proposal. Any work shown or described in one of the documents shall be construed as if described in all the documents.

**Interpretation of Contract Documents:** Each request for interpretation of the Contract Documents shall be made in writing addressed Purchasing Division, 101 Schaumburg Court, Schaumburg, IL 60193 and shall be received at least five (5) business days prior to the schedule opening date of the proposal. Interpretations and supplemental instructions will be in the form of written addenda to the Contract Documents.

**Electronic Proposal Documents:** Proposers that download PDF documents from the Village of Schaumburg’s Purchasing Division internet web page must immediately notify the Purchasing Division via e-mail to jwilliams@schaumburg.com if they intend to submit a response to the proposal documents. This step is necessary to establish a communication link between the Village and the Proposer so that any addenda or other relevant information may be transmitted properly. The Proposer, not the Village, is responsible for obtaining any addenda to the original specification when the Proposer chooses the option of downloading proposal files. Addenda and other relevant information will be posted on the *Current Requests for Bids and Proposals*, project specific, web page.

**Submittal of Proposal:** Proposals must be submitted to the attention of Jan Williams, CPPB, at the above address no later than 1:00 p.m. on Friday, October 26, 2018. Proposals arriving after the specified time will not be accepted. Mailed proposals which are delivered after the specified hour will not be accepted regardless of postmarked time on the envelope. Proposers should carefully consider all delivery options (US Postal Service, UPS, Federal Express, private delivery service, etc.) and select a method that will successfully deliver their proposal by the required time and date. Proposals shall be submitted in sealed envelopes carrying the following information: Proposers name, address, subject matter and project number of proposal as indicated in the specification, and designated date and time the proposal is due.

**Withdrawal of Proposal:** Proposers may withdraw or cancel their proposal, in written form, at any time prior to the scheduled time the proposals are due.

**Proposers Qualifications:** No award will be made to any Proposer who cannot satisfy the Village that they have sufficient ability and experience in this class of work, as well as sufficient capital and equipment to do the job and complete the work successfully within the time named (i.e. responsible). The Village’s decision or judgment on these matters shall be final, conclusive, and binding.

**Preparation of Proposal:** The Proposers submittal shall include all requirements of the specification as found in the Contract Documents. The Village will strictly hold the Proposer to the terms of the proposal. The proposal must be executed by a person having the legal right and authority to bind the Proposer.
Compliance with Laws: The Proposer shall at all times observe and conform to all laws, ordinances, and regulations of the Federal, State, and local governments, which may in any manner affect the preparation of proposals or the performance of the contract.

Alternates: Any reference in these specifications to manufacturer’s name, trade name, or catalog number, unless otherwise specified, is intended as a standard only. The Village’s written decision of approval or disapproval of the proposed substitute shall be final.

Alternate proposals will be considered only if received at the time stated for receipt of proposals. Submit alternate proposals in a sealed envelope, identified as required for proposals except that the phrase Alternate Proposal shall be used. Proposers are cautioned that, if the alternate proposal involves an increase in the proposal sum, the proposal deposit, if required, shall be ample or be increased to cover the alternate base proposal sum or the entire proposal may be rejected.

Freedom of Information Act (FOIA): The Village is required by Public Act 96-542 to comply with freedom of information requests (FOIA) within five (5) business days of a record request. All contractors used by the Village may be in possession of records covered by this act and therefore will be required to provide the Village with those records upon request and within the time frame of the Act.

Confidentiality: As a public agency, the Village is required to adhere to Freedom of Information Public Act 96-542. If a responding firm intends to request confidentiality on any portion of a proposal, the submittal shall also include a redacted copy of the proposal. Limited redactions will be considered. However, entire full redaction of proposal submittals will not be considered for award. If a redacted copy is not provided, the original submittal may be released by the Village as received.

Proposal Review: The Village reserves the right to reject any or all proposals and/or to waive any irregularities or disregard any informality on the proposals when, in its opinion, the best interest of the Village will be served by such action. Furthermore, the Village reserves the right to award each item to a different Proposer, or all items to a single Proposer unless otherwise noted in the specification. The Village may determine as follows: 1) an equal or alternative is a satisfactory substitute, 2) an early delivery date is entitled to more consideration than price, 3) an early delivery date is to be disregarded because of the reputation of the Proposer for not meeting delivery dates, 4) a Proposer is not a responsible Proposer, and 5) what exceptions or deviations from the written specifications will be accepted.

No proposal will be accepted from or contract awarded to any person, firm, or corporation that is in arrears or is in default to the Village upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the Village, or had failed to perform faithfully any previous contract with the Village.

Form of Contract: See attached section entitled “Agreement”.

Proposal Results: Following the proposal opening, a list of respondents will be posted online on the Village’s Internet web site at www.villageofschaumburg.com under the Bids & Proposals, project specific, web page. Final awards will be posted when approved.

Delivery: Where applicable, all materials shipped to the Village must be shipped F.O.B. delivered, designated location, Schaumburg, Illinois. If delivery is made by truck, arrangements must be made in
advance by the Proposer with concurrence by the Village for receipt of the materials. The materials must then be delivered where directed. Truck deliveries will be accepted at Public Works between 7:00 a.m. and 3:30 p.m. and all other Village locations between 8:00 a.m. and 4:00 p.m. **weekdays only.**

- **NOTE:** The Public Works Facility does have a raised loading dock. All other Village locations **do not** have access to a raised loading dock. Deliveries requiring removal from the delivery truck via a forklift provided by the Village must be arranged with the Village twenty-four (24) hours in advance of the expected delivery date.

**Inspections:** The Village shall have the right to inspect any materials, components, equipment, supplies, services, or completed work specified herein. Any of said items not complying with these specifications are subject to rejection at the option of the Village. Any items rejected shall be removed from the premises of the Village and/or replaced at the entire expense of the successful Proposer.
A. GENERAL SUPPLEMENTAL ADDITIONAL CONDITIONS

**Payment**: Payment shall be made within 30 days of invoice receipt and approval, unless otherwise specified in the agreed upon contract. All invoices must include the PO number associated with the order and shall be submitted to the Village of Schaumburg, Accounts Payable Division, 101 Schaumburg Rd., Schaumburg, IL 60193. If prevailing wage is a requirement of the contract, the invoice must include certified payroll and waivers. Failure to submit all documentation as specified may result in delay of invoice payment.

**Toxic Substance**: Prior to delivery of any material which is caustic, corrosive, flammable, or dangerous to handle, the supplier will provide written directions as to methods of handling such products, as well as the antidote or neutralizing material required for its first aid (Materials Safety data Sheet).

**Guarantees and Warranties**: All guarantees and warranties required shall be furnished by the Proposer and shall be delivered to the Village before final payment on the contract is issued.

**Termination of Contract**: The Village reserves the right to terminate in whole or any part of this contract, upon written notice to the Proposer, in the event of default by the Proposer. Default is defined as failure of the Proposer to perform any of the provisions of this contract or failure to make sufficient progress so as to endanger performance of this contract in accordance with its terms. In the event of default and termination, the Village may procure, upon such terms and in such manner as the Village may deem appropriate, supplies, or services similar to those so terminated.

The Proposer shall be liable for any excess costs for such similar supplies or service unless evidence is submitted to the Village that in the sole opinion of the Village clearly proves that failure to perform the contract was due to causes beyond the control and without the fault or negligence of the Proposer.

**Documentation**: When the written specification requires the Proposer submit a written findings or analysis report with their written proposal submittal, the Proposer may provide the written findings or analysis report document to the Village electronically on CD or USB Flash Drive.

**Hold Harmless Agreement (Contractual Liability)**: The Proposer agrees to indemnify and save harmless the Village, including its elected or appointed officials, employees, and agents against any and all claims, loss, damage, injury, liability, and court costs and attorney’s fees incident thereto, including any claims made by employees of the Proposer or any of their subcontractors, as well as all other persons, resulting directly or indirectly from the work covered by this contract or the equipment used in connection therewith. It is understood that this agreement shall apply to any and all such claims whether resulting from the negligence or the intentional acts of the Proposer, or otherwise. *(With the single exception of any claim, damage, loss, or expense arising solely out of professional services performed by the Village, its agents, or employees, including 1) the preparation of maps, plans, opinions, reports, surveys, designs, or specifications, and 2) supervisory, inspection, or engineering services)*.

*Special Requirement*: If the Proposer is an architectural firm or engineering firm, said Proposer shall file a certificate of insurance for professional liability, errors and omissions coverage subject to final acceptance by the Village of said coverage.

**Insurance**: *Applicable only if installation on village property is included in final contract* – The Proposer will provide certificates of insurance evidencing the following types and limits of insurance. The
certificates of insurance will specifically address each of the requirements noted below. Each insurance company shall be acceptable to the Village. The General Liability coverage shall name the Village of Schaumburg as additional insured. All insurance noted below is primary and in no event will be considered contributory to any insurance purchased by the Village. All insurance noted below will not be canceled, reduced, or materially changed without providing the Village thirty (30) days advance notice, via certified mail. When required by the Village, written proof of endorsement, with the General Liability policy number on the endorsement, must be provided.

The Bidder will provide written Proof of Endorsement, with the General Liability policy number on the endorsement.

A. **Comprehensive General Liability** including Products Liability/Completed Operations insurance, in an amount not less than $1,000,000/occurrence, $2,000,000/policy limit, including Broad Form Contractual Liability insurance, in an amount not less than $1,000,000/occurrence, $2,000,000/policy limit, subject to the terms and conditions of the policy. A copy of the policy may be required.

B. **Automobile Liability** insurance, in an amount not less than $1,000,000 combined single limit. Said insurance is to be extended to cover hired and non-owned vehicles.

C. **Umbrella or Excess Liability** coverage, the Contractor shall provide evidence of Umbrella or Excess Liability coverage of $2,000,000.

D. **Workers’ Compensation** is to be provided as required by statute, by an insurance company licensed to write worker’s compensation in the State of Illinois. Employer’s Liability, in an amount not less than $500,000 each accident, $500,000 disease – policy limit, and $500,000 disease – each employee.

E. Insurance Rating – All insurance policies required by this contract shall be underwritten by insurance companies with a minimum A. M. Best rating of A:VII.

F. A certificate of insurance is required as evidence of coverage, with the Village of Schaumburg named as an additional insured. The certificate will include an “Additional Insured Endorsement”. The same full insurance coverage provided to the named insured, whether it is the contractor or a sub-contractor, shall be provided to the Village without any limitations or endorsements that might limit or exclude coverage. If insurance is canceled for any reason whatsoever the Village will be given not less than thirty (30) days prior written notice.

Any and all deductibles or other forms of retention are the responsibility of the Contractor. All deductibles or other forms of retention are subject to the approval of the Village. Contractor will disclose to the Village in writing the amounts of any deductible or self-insured retentions on the insurance required under this contract. Contractor will provide this information to the Village in writing at least ten (10) days prior to beginning the Project.

Contractor waives any right of subrogation it may have or later acquire against the Village.

The Proposer shall not commence work under this contract until they have obtained all insurance required under this section and such insurance has been approved by the Village, nor shall Proposer allow any subcontractor to commence work on their subcontract until the same insurance has been obtained by the subcontractor. The Proposer and their subcontractor(s) shall maintain all insurance required under paragraphs A through D of this Section for not less than one (1) year after completion of this contract.
**Change Orders**: After the contract award, changes in or additions to the work and/or a change in the amount of money to be paid to the Proposer must be the result of an approved change order first ordered by the Director of the lead department and approved by the Village Manager and/or the Village Board.

Public Act 094-0460 will require the successful contractor verify any change order request you receive from a subcontractor will not exceed 49% of your original subcontract amount. Any needed change order that will increase the subcontract by 50% or more will require your opening up that portion of the work to competitive solicitation.
VILLAGE OF SCHAUMBURG
REQUEST FOR PROPOSAL
DIGITAL IN-CAR VIDEO AND EVIDENCE MANAGEMENT SOLUTIONS

INTENT: The Village of Schaumburg seeks proposals from qualified firms interested in providing solutions and firm pricing for the purchase of an in-car video camera system for 40 vehicles, a Digital Evidence Management software system and an additional 50 wireless microphones. Although this proposal is for the equipment and solution only, respondents may optionally submit pricing for the installation of the system as an “Alternate Proposal”. The system will be implemented during the Village’s fiscal year 2018/2019.

QUESTIONS: All questions concerning this Request for Proposal are to be submitted in writing no less than five (5) business days prior to the due date via e-mail to jwilliams@schaumburg.com. Answers will be provided in writing. Absolutely no contact shall be made directly with the Information Technology Department during the process prior to the due date.

PROPOSAL SUBMITTAL: Sealed proposals shall be received at the address provided below no later than 1:00 PM on Friday, October 26, 2018. Respondents shall submit one (1) unbound original proposal in a sealed envelope clearly marked with the name and number of the project. Additional copies are neither required nor desired. Electronic proposals will NOT be accepted.

Village of Schaumburg
Finance Division
Jan Williams, CPPB, Buyer
101 Schaumburg Court
Schaumburg, IL 60193

SCOPE OF PROJECT: The Village is seeking to identify and select a vendor to provide in-car video/audio camera system, Digital Evidence Management (DEM) and on premise and/or cloud storage solution to hold these recordings. The intent of this Request for Proposal is to solicit specific system information and obtain firm pricing for proposed vendor solutions for 5 years.

EXISTING CONFIGURATION: The existing in-car video system to be replaced consists of front and rear video cameras, video processing units (DVR), optional front-end software, back office software, back office server and a dedicated WI-FI network for video offloading.

1) All vehicles are outfitted with the following in vehicle equipment:
   a) Semi-rugged laptop computers (MDTs) running Windows 10
   b) Sierra Wireless GX450 single Ethernet port 4G LTE/WI-FI Gateways
      • MDTs are currently connected to Sierra Wireless GX450 devices via the wired Ethernet connection
      • ICV system currently connected to MDT via Ethernet to USB adapters providing laptop connectivity
   c) Roof mounted dedicated WI-FI antennas
2) Vehicle Fleet make and models include but are not limited to:
   a) 2013-2018 Ford Explorer Interceptors
   b) 2014-2016 Chevy Tahoes
   c) 2016-2017 Chevy Colorado Trucks
   d) 2004 Ford E350 Van Prisoner Transport

3) Existing in-car video/audio (ICV) system consists of the following components:
   a) One front facing color camera
   b) One rear (backseat occupant) facing color camera
   c) Officer worn wireless audio recording microphones
   d) In-car audio recording microphones
   e) In-car digital video processing unit
      • Up to 128GB storage on secure SD cards
      • Contains video, audio, GPS and GPIO connections
      • OS which manages system configurations settings
   f) External Wi-Fi Antenna/AP for video offloading
   g) GPS Antenna
   h) In-car trigger communication hardware (GPIO)

4) The existing back end video management system consists of:
   a) On premise video storage
   b) Back end server connected to remote SQL database (currently approximately 8TB)
   c) Video Management back-end software

**SYSTEM SUMMARY:** The in-car video/audio (ICV) system shall consist of a minimum of the following components to outfit 40 vehicles and 40 officers with body worn microphones.

1) One front facing camera
2) One rear (backseat occupant) facing camera
3) Officer worn wireless audio recording microphone(s)
4) In-car audio recording microphone
5) In-car digital video storage provided by either
   a) digital video processing unit (provided by vendor) or
   b) edge recording devices
6) In-car trigger communication hardware
7) Video storage repository provided by either
   a) On premise storage solution (to be provided by vendor) or
   b) CJIS security policy compliant cloud storage solution
8) Digital Evidence Management (DEM) back-end software
9) Hardware to transfer recordings to optical drives

**REQUIREMENTS:** The following are requirements of the ICV system. Failure to meet these requirements may cause your proposal to be excluded from further consideration. Complete Appendix B – ICV Requirements regarding these requirements.

1. Front Facing Camera
a. Must continue to record video independent of engine status (does not stop if car is turned off)
b. Must provide a visual cue that recording is taking place
c. Must clearly record in low light situations

2. Rear Facing Occupancy Transport Camera
a. Must provide a visual cue that recording is taking place
b. Must clearly record in low light situations

3. Body-Worn Wireless Microphone
   a. Must be configured to automatically record audio based on specified triggers (listed below)
   b. Must have ability to allow officer to manually start, stop and mute audio recording
   c. Must have a range of at least 1000 feet
   d. System must support minimum of two (2) simultaneous officer worn wireless recording devices

4. In-Car Audio Recording Microphone
   a. ICV system must record audio in the car
   b. Must provide visual cue that recording is taking place

5. Digital Video Processing Unit /In-Car Video Storage
   a. Initial video storage location must be a different storage device than running an operating system
   b. Initial video storage location must be solid state (not spinning disk)
   c. If the solution does not utilize the DVP as the main connection that the cameras are connected to, it must use either existing Sierra or a vendor supplied Sierra MP70 or MG90 with the appropriate configuration (number of Ethernet ports, wifi setup etc…)
   d. All storage devices must be formatted with a common file system
   e. Pre and Post Recording – The system must support the ability to begin recording 30 seconds prior to triggered event and continue recording 30 seconds after triggered event has ended
   f. System must tag video recordings with GPS location data
   g. Must have ability to view camera video on in-car MDT via vendor-supplied software
   h. Must have the ability to “tag” or classify events in the vehicle
   i. System must be capable of offloading stored video recordings via 802.11ac wifi
   j. System must overlay audio from microphones onto video recordings

6. In-Car Trigger Communication Hardware
   a. The system must automatically begin video and audio recording based on the following minimum Village specified triggers
      i. Lightbar activation
      ii. Speed threshold
iii. Crash sensors
iv. G-force threshold (acceleration and braking)
v. Door opening/closing
vi. Gun lock
vii. Video recording triggered by officer worn microphone

7. Video Storage Repository
   a. If solution is on-premise must be fault tolerant via RAID configuration
   b. If solution is cloud based must CJIS compliant

8. Digital Evidence Management (DEM) Back-end Software
   a. Must have ability to import digital evidence from external sources including, but not limited to: documents, digital photos, videos, and audio recordings
   b. Must provide ability for video and audio redaction
   c. Must provide automated way to delete recordings based on age of the incident (retention policy)
   d. Must provide way to exempt recording from auto-delete schedule (legal or investigation hold)
   e. Must provide ability for different retention policies based on type of event
   f. Must provide ability to share recordings to external entities via a web URL
   g. Shared URL must have ability to be time-limited AND limit the number of times an item can be downloaded
   h. System must keep audit log of all user activity
   i. All digital evidence must have a checksum (authenticity/integrity verifier feature for original video) applied that is verified by the back-end before, during, and after upload for data integrity

9. Hardware to transfer recordings to optical drives
   a. System must provide a way to transfer recordings to multiple optical drives simultaneously

**SPECIFICATIONS:** Respondent is to supply information that addresses the following information. The documentation supplied by the respondent must clearly identify each section in their response (e.g. 1a, 7c). Appendix C – ICV Specifications repeats this list of items and can be used as a template for responses. Respondent may supply additional information but must address all of the following items.

10. Front Facing Camera
    a. List the video formats your system supports
    b. List the default/recommended video resolution for the front facing camera
    c. List all other available resolutions
    d. List the default/recommended frames per second setting on the front facing camera
    e. List all other available FPS settings
    f. List the default/recommended field of view of your front facing camera
    g. Does this camera have an optical zoom?
h. Attach examples of recording in low-light situations

11. Rear Facing Camera
   a. List the video formats your system supports
   b. List the default/recommended video resolution for the front facing camera
   c. List all other available resolutions
   d. List the default/recommended frames per second setting on the front facing camera
   e. List all other available FPS settings
   f. List the default/recommended field of view of your front facing camera
   g. Attach examples of recording in low-light situations

12. Body-Worn Wireless Microphone
   a. Provide detailed specifications including size, weight, typical body connections and pictures of the officer worn microphone clearly showing all buttons with their corresponding functions and demonstrating how the microphone is typically worn by officers.
   b. Provide detailed specifications describing how wireless microphone setup is charged
   c. How long is typical charge time from 0 – 100%
   d. Does your system provide an in car method for charging
   e. Provide the number of hours or talk time on a single charge
   f. Provide the number of hours of standby time on a single charge

13. In-Car Audio Recording Microphone
   a. Specify if solution will use integrated microphone in camera or separate device

14. Digital Video Processing Unit /In-Car Video Storage
   a. Specify the operating system running on the DVP
   b. Specify the size of the initial video storage location in usable gigabytes
   c. Specify the file size of 1 (one) hour of recorded video/audio from the front camera with the recommended/default settings
   d. Specify the file size of 1 (one) hour of recorded video/audio from the rear camera with the recommended/default settings
   e. If your system has a secondary video storage location specify the size in usable gigabytes
   f. Specify the operating/storage specifications (MIL-STD 810G, temperature ranges, thermal shock standards, vibration standard etc.) of the DVP/Edge recording devices
   g. If your system does not utilize a DVP please specify what vendor supplied Sierra device will be part of the proposal with detailed specifications.

15. In-Car Trigger Communication Hardware
   a. List any additional triggers the system will support
16. Video Storage Repository  
   a. Specify the type of video storage repository (on-prem or cloud based)  
   b. If on-prem provide detailed specifications of the system including make\model, usable storage size in terabytes, maximum storage size in terabytes, connection interface type and speed (e.g. copper 10GB), rack space footprint (e.g. 4U) and other pertinent information.  
   c. If cloud based provide detailed specifications about any intermediate devices that will reside on-premise  
   d. If cloud based specify storage size limitations in TB (or none)  

17. Digital Evidence Management (DEM) Back-end Software  
   a. Is the DEM web based, client application based or both?  
   b. If both web and client application exist are they equivalent in functionality?  
   c. Specify compatible web browsers and operating systems  
   d. Specify how software verifies chain of custody  

18. Hardware to transfer recordings to optical drives  
   a. Specify the technical details of the optical drive transferring system including number of drives, type of media (DVD or Blu-Ray), etc…  

19. General  
   a. Specify the details of the warranty provided (i.e. items covered, length of coverage)  
   b. Specify the support procedure specifically highlighting support hours, location and escalation procedure.  
   c. Does the proposal include replacement of edge recording devices within the 5 year term at no additional cost?  

**EXPECTED DELIVERABLES:** Proposals must include the following clearly marked sections:  

1. Completion of Appendix B-ICV Requirements and Appendix C-ICV Specifications with all supporting information  

2. Customer references  
   a. Provide a minimum of 3 references for current customers of similar size and organization makeup to include:  
      i. Customer name  
      ii. Customer contact info  
      iii. Date of engagement  

3. Pricing items via Appendix D – Cost Structure and supporting information  

4. Proposal Sheet – Annual cost shall be calculated from Appendix D – Cost Structure
PROPOSAL REVIEW AND SELECTION

Proposal review criteria:

- Responsiveness to RFP
- Adherence to listed requirements
- Description of proposed solution specifications
- Similar project experience and customer references
- Proposed project costs and future budget requirements

GRADING CRITERIA: Responsiveness to request for proposal—Refers to adherence to all conditions and requirements as detailed in this document. Responsiveness is either:

- Acceptable or Unacceptable

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adherence to listed requirements</td>
<td>35</td>
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<tr>
<td>Description of proposed solution specifications</td>
<td>25</td>
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<tr>
<td>Cost</td>
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<tr>
<td>Customer references</td>
<td>15</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>
**PROPOSAL SHEET**

*Note: The Proposer must complete all portions of the Proposal Sheet.*

The undersigned, having examined the specifications and all conditions affecting the specified project, offer to furnish all services, labor, and incidentals specified for the price below.

The undersigned Proposer certifies that they are not barred from proposing on this contract as a result of a conviction for the violation of state laws prohibiting bid rigging or bid rotating, (720ILCS 5/33E-1, et seq.) and are not delinquent in any taxes to the Illinois Department of Revenue. (65ILCS 5/11-42.1-1)

It is understood that the Village reserves the right to reject any and all proposals and to waive any irregularities and that the prices contained herein will remain valid for a period of not less than ninety (90) days.

I (We) propose to complete the following project as more fully described in the specifications for the following:

**Proposing Company Name:** _____________________________________________________

<table>
<thead>
<tr>
<th>In-Car Video and Evidence Management Solution</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Cost Year 1</td>
<td>$</td>
</tr>
<tr>
<td>Total Cost Year 2</td>
<td>$</td>
</tr>
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<td>Total Cost Year 3</td>
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<td>Total Cost Year 4</td>
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<tr>
<td>Total Cost Year 5</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total Cost</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

| **Alternate Proposal** - Cost of installation of total system | $ |

**Confidentiality:** If a responding firm intends to request confidentiality on any portion of a proposal, the submittal shall also include a redacted copy of the proposal for consideration and approval. If a redacted copy is not provided, the original submittal may be released by the Village as received.

We acknowledge all invoices, clearly marked with the PO #, must be submitted to Accounts Payable, 101 Schaumburg Rd., Schaumburg, IL 60193. Certified Payroll & Waivers must be included, if applicable.  

<table>
<thead>
<tr>
<th>YES</th>
</tr>
</thead>
</table>

If it is the Contractor's intention to utilize a subcontractor(s) to fulfill the requirements of this Contract, the Village must be advised of the subcontractor's company name, address, telephone and fax numbers, and a contact person's name at the time of bid submittal.

<table>
<thead>
<tr>
<th>Will you be utilizing a subcontractor?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, have you included all required information with your bid submittal</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>
We acknowledge all invoices, clearly marked with the PO #, must be submitted to Accounts Payable, 101 Schaumburg Rd., Schaumburg, IL 60193. Certified Payroll & Waivers must be included, if applicable.

**INDEMNIFICATION**: The Bidder hereby agrees to protect, defend, indemnify, and save harmless the Village against loss, damage, or expense from any suit, claim, demand, judgment, cause of action, or shortage initiated by any person whatsoever, arising or alleged to have arisen out of work described herein, except that in no instance shall the Bidder be held responsible for any liability, claim, demand, or cause of action attributable solely to the negligence of the Village.

I hereby certify that the item(s) proposed is/are in accordance with the specifications as noted and that the prices quoted are not subject to change; and that

_____________________________ (Company Name) is not barred by law from submitting a proposal to the Village for the project contemplated herein because of a conviction for prior violations of either Illinois Compiled Statutes, 720 ILCS 5/33E-3 (Bid Rigging) or 720 ILCS 5/33-4 (Bid Rotating); and that

_____________________________ (Company Name) is not delinquent in payment of any taxes to the Illinois Department of Revenue in accordance with 65 ILCS 5/11-42.1; and that

_____________________________ (Company Name) provides a drug free workplace pursuant 30 ILCS 580/1, et seq.; and that

_____________________________ (Company Name) certifies they have a substance-abuse program and provide drug testing in accordance with 820 ILCS 265/1 et. seq., Public Act 095-0635: and that

_____________________________ (Company Name) is in compliance with the Illinois Human Rights Act 775 ILCS 5/1.101, et seq. including establishment and maintenance of sexual harassment policies and program.

___________________________________     ___________________________________
Proposer’s Firm Name      Signed Name and Title

___________________________________     ___________________________________
Street Address       Print Name and Title

___________________________________     ___________________________________
City                         State                     Zip Code    Fax Number

___________________________________     ___________________________________
Phone Number       E-mail Address

Date
AGREEMENT

THIS AGREEMENT, made this _____day of____________, 2018 by and between the VILLAGE OF SCHAUMBURG, (hereinafter referred to as the “Village”), and ________________________, (hereinafter referred to as the “Company), with regard to certain services in connection with the _______________ Project (hereinafter referred to as the “Project”).

NOW THEREFORE, the Village and the Company, in consideration of the mutual covenants hereinafter set forth, agree to as follows:

1. The Company agrees to perform services in connection with the Project as hereinafter stated. The Company shall at all times observe and comply with all laws, ordinances, and regulations of the federal, state, and local governments, which may in any manner affect the preparation of proposals or the performance of the Agreement.

2. The Company has made a proposal to the Village, dated ___________________, 2018, attached hereto and expressly made a part hereof, in response to the Village’s Request for Proposal, dated __________________, 2018, also attached hereto and expressly made part hereof.

3. This contract shall constitute the entire agreement and understanding by and between the parties hereto, and it shall not be considered modified, altered, changed, or amended in any respect unless done so in writing with signatures by both the Village and the Company.

4. The Company shall obtain, at its own expense, all permits and licenses which may be required to complete the Agreement, and/or required by federal, state, and local regulations and laws.

5. The Village does not discriminate on the basis of handicapped status in the admission of, access to, or treatment of employment in its programs and activities.

6. Not less than the prevailing wages as found by the Illinois Department of Labor shall be paid to laborers, workmen, and mechanics performing work under this Agreement.

7. Any payment made to the Company shall be strictly on the basis of quantum merit. The Company shall submit to the Village a detailed breakdown of hourly rates billed to date with each pay request. The detailed breakdown shall be based on the hourly rate breakdown contained in the approved proposal. The Village will pay the Company for the performance of the Agreement as follows:

   A. The total Agreement payment shall not exceed $ ________.

   B. Additions or deductions to the approved total amount for services shall be authorized in writing by the Village. Any out of scope work must be authorized in writing by the Village. Any work performed without written approval from the Village shall be solely at the expense of the Company.

8. The Company will perform those phases of the Project to which this Agreement applies, and will give consultation and advice to the Village during the performance of the services.

9. The Company will provide certificates of insurance evidencing the types and limits of insurance. Each insurance company shall be acceptable to the Village. The General Liability coverage shall
name the Village as an additional insured. All insurance is primary, and in no event will be considered contributory to any insurance purchased by the Village. All insurance will not be canceled, reduced, or materially changed without providing the Village thirty (30) days advance notice, via certified mail.

The Company shall not commence work under this contract until they have obtained all insurance required and such insurance has been approved by the Village, nor shall the Company allow any subcontractors (hereafter Subs) to commence work on their subcontract until the same insurance has been obtained by the Sub. The Company and their Subs shall maintain all insurance for not less than one (1) year after completion of this contract.

Special Requirement: If the Company is an architectural or engineering firm, said Company shall file a certificate of insurance for professional liability, errors and omissions coverage subject to final acceptance by the Village of said coverage.

10. The Company will provide the services as required herein in accordance with the Project Schedule.

11. The Company will attend conferences and visit the site of the work as may be outlined in the Request for Proposal at any reasonable time when requested to do so by the Village.

12. The Company warrants that they are technically qualified and entirely conversant with the requirements of this Project; and that they have sufficient properly trained, organized, and experienced personnel and/or subcontractors to perform the services enumerated herein.

13. The Village and the Company each binds themselves and their partners, successors, executors, administrators, and assigns to the other party of this Agreement and to the partners, successors, executors, administrators, and assigns of such other party, in respect to all covenants of this Agreement; except as above, and as noted in the attachments, neither the Village nor the Company shall assign, subcontract, or transfer their interest in this Agreement without consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the Village and Company.

The Company may subcontract portions of the work upon written approval from the Village. These Subs shall conform, in all respects, to the applicable provisions specified and shall further be subject to approval by the Village. The Company shall identify all proposed Subs who will furnish services under the terms of this proposal. The work to be done by the Subs shall be outlined in detail in the proposal submitted by the Company. None of the services to be furnished by the Company shall be subcontracted, assigned, or transferred to any other party or parties without the written consent of the Village. The consent to subcontract, assign, or otherwise transfer any portion of the services to be furnished by the Company shall not be construed to relieve the Company of any responsibility for the fulfillment of this Agreement. Any request for payment to the company, for work that was subcontracted, shall be supported with a waiver of lien and contractor’s affidavit indicating the subcontractor has been paid and waives any lien on the project or funds for the project.

14. The Company shall be responsible for any and all damages to property or persons arising out of an error, omission, and/or negligent act in the prosecution of the work or failure to prosecute the work and shall indemnify and save harmless the Village, its officers, agents, and employees from all suits,
The Village reserves the right to terminate the whole or any part of this Agreement, upon ten (10) calendar days written notice to the Company. The Village further reserves the right to cancel the whole or part of the Agreement, if the Company fails to perform any of the provisions in the Agreement or fails to make delivery within the time stated. The Company will not be liable to perform if situations arise by reason of acts of God or public enemy, acts of Village, fires, or floods.

Should the Company fail to perform their Agreement to the satisfaction of the Village, the Village may, at its election, declare such contract terminated and at an end, reserving the right to maintain an action to recover damages arising due to breach of contract. Said election shall be made by a written notice to be sent by mail or served personally on the Company’s office within ten (10) days from the date of default.

Upon termination, the Company shall cause to be delivered to the Village all surveys, reports, permits, agreements, calculations, drawings, specifications, partially and completed estimates, and data, as well as products of computer aided drafting, design, and writing that have been paid for by the Village. Cost of termination incurred by the Company before the termination date will be reimbursed by the Village only, if prior to the effective termination date, the Village receives from the Company a list of actions necessary to accomplish termination and the Village agrees in writing that those actions be taken. Upon receipt of the termination notice, the Company shall stop all work until said Agreement is reached.
20. The Village agrees to notify the Company at least twenty-four (24) hours in advance of the need for personnel or services.

21. Nothing contained in this Agreement, nor the performance of the parties hereunder, is intended to benefit, nor shall inure to the benefit of, any third party, including the Village’s Contractors, if any.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date first above written.

COMPANY

__________

Company Name

__________

Signature

__________

Title

__________

Date

VILLAGE OF SCHAUMBURG

A municipal corporation

_____________________________

Village Manager Signature

_____________________________

Date
APPENDIX A – Glossary

Cloud storage – storage not physically located at the Village of Schaumburg

Common file system – File systems used by the major operating systems and not vendor proprietary file systems. Examples of common file systems include FAT, FAT32, NTFS, EXT, XFS and other common linux file systems.

Digital Evidence Management (DEM) – Software provided by vendor which will allow for the management of various digital files and used for investigation purposes.

Digital video processing (DVP) unit – A device installed in the vehicle that takes the video feeds from the cameras and audio from microphones and writes the data to disk.

Edge recording devices – The cameras (front and rear)

In-Car Video/Audio (ICV) system – The devices installed in the vehicle (cameras, microphones, officer worn microphones, trigger hardware and possibly digital video processing unit).

Initial video storage location – The first place that video/audio recordings will be stored. This can be located in the digital video processing unit itself OR the edge recording device. This location must be located on a separate device that does not run the digital video processing operating system.

MDT – Mobile Data Terminal, also known as MDC. The laptop located in the vehicle.

On premise – Devices located at the Village of Schaumburg datacenter.

Requirements – Items the ICV solution must meet

Secondary video storage location – The system may have a second place video/audio is copied after the initial location but before it gets stored on the video storage repository. This can be located in the digital video processing unit (on a separate device than initial video storage location), on an external drive attached to the DVP or a caching appliance before being sent to the video storage repository.

Specifications – Items where the vendor must specify how (if applicable) the ICV satisfies this functionality.

Spinning disk - A hard disk drive to which memory is written with rotating plates attached to an arm that writes the data. Typically rotates at 5400,7200 or 10,000 RPM.

SSD – A type of nonvolatile storage media that stores persistent data on solid-state flash memory. Includes flash drives, SD card or other non-spinning nonvolatile memory.
**Trigger Communication Method** – How the system will identify when certain events happen and then do an action based off those events. For example, lightbar activation (event) causes video and audio to begin recording (action).

**Video storage repository** – Where the video/audio files will ultimately reside. This is different from the initial and secondary storage locations in that the data will reside here until removed by Village of Schaumburg policies (retention).