



## **City of Commerce**

P.O. Box 348  
27 Sycamore Street  
Commerce, GA 30529  
Phone: (706) 336-3297  
Fax: (706) 336-3297  
Email: [tommyh@commercega.org](mailto:tommyh@commercega.org)

You are invited to submit a bid to the City of Commerce, Commerce Georgia for a Wearable Video System. Attached hereto are the general conditions, technical specifications, and submittal format.

The written requirements contained in this Invitation to Bid (RFB) shall not be changed or superseded except by written addendum from The City of Commerce Purchasing Department. Failure to comply with the written requirements for this (RFB) may result in disqualification of the submittal by The City of Commerce.

The City of Commerce reserves the right to reject any and all submittals, to waive any technicalities or irregularities and to award contracts based on the best interest of the city.

**THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFB ON OR BEFORE THE STATED DATE AND TIME WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR.**

**RFB 17-004**

**CITY OF COMMERCE, GEORGIA  
REQUEST FOR PROPOSAL  
FOR  
Wearable Video System**

**BID OVERVIEW**

**1 PURPOSE**

The City of Commerce is to purchase a Wearable Video System

**1.1 INFORMATION TO VENDORS**

**RFB TIMETABLE**

The anticipated schedule for the RFB is as follows:

RFB Available	October 31, 2016
Deadline for questions (DUE)	November 16, 2016 @ 12pm (1 WEEK BEFORE DUE)
Submittal deadline	<b>November 30, 2016 12:00pm, local time prevailing</b>

**1.2 RFB SUBMISSION**

**1.2.1.1** One (1) fully executable (signatures included) electronic copy of the response in PDF format.

**1.2.1.2** One (1) original, two (2) copies of the complete submittal must be received by submittal deadline (see 1.1). Proposals must be submitted in a sealed envelope stating on the outside, the vendor's name, address, the RFB Number and title to:

**City of Commerce**  
P.O. Box 348  
27 Sycamore Street  
Commerce, GA 30529  
Attn: Purchasing Agent

Hand delivered copies may be delivered to the above address **ONLY** between the hours of 8:30 a.m. and 4:30 p.m. ET, Monday through Friday, excluding holidays observed by the City of Commerce.

Vendors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service.

**1.3 ADDITIONAL INFORMATION/ADDENDA**

RFB 17-004

The City of Commerce will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the due date. Vendors should not rely on any representations, statements or explanations other than those made in this RFB or in any addendum to this RFB. Where there appears to be a conflict between the RFB and any addenda issued, the last addendum issued will prevail.

Addenda will be published at [www.commercega.org](http://www.commercega.org) under the “Doing Business Here” tab. Vendors are encouraged to check this site regularly for immediate access to issued addenda. RFP & Bid Communications can also be requested as stated above (1.3).

***Vendors must acknowledge any issued addenda by including the Addenda Acknowledgement Form with the submittal. Proposals which fail to acknowledge the vendor’s receipt of any addendum will result in the rejection of the offer if the addendum contains information which substantively changes the owner’s requirements***

#### 1.4 LATE SUBMITTAL, LATE MODIFICATIONS AND LATE WITHDRAWALS

Submittals received after the due date and time will not be considered. Modifications received after the due date will not be considered. The City of Commerce assumes no responsibility for the premature opening of a proposal not properly addressed and identified, and/or delivered to the proper designation.

#### 1.5 REJECTION OF BID

The City of Commerce may reject any and all submittals and reserves the right to waive any irregularities or informalities in any submittal or in the submittal procedure. ***Submittals received after said time or at any place other than as stated in the notice will not be considered.***

#### 1.6 MINIMUM RFB ACCEPTANCE PERIOD

Valid submittals shall not be withdrawn for a period of 30 days from the date specified for receipt of submittals.

#### 1.7 NON-COLLUSION AFFIDAVIT

By submitting a response to this RFB, the vendor represents and warrants that such proposal is genuine and not a sham or collusive or made in the interest or in behalf of any person not therein named and that the vendor has not directly or indirectly induced or solicited any other vendor to put in a sham proposal, or any other person, firm or corporation to refrain from submitting and that the vendor has not in any manner sought by collusion to secure to that vendor any advantage over any other vendor. By submitting a proposal, the vendor represents and warrants that no official or employee of the City of Commerce has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.

#### 1.8 COST INCURRED BY VENDORS

All expenses involved with the preparation and submission of the RFB to the City of Commerce, or any work performed in connection therewith is the responsibility of the vendor(s).

#### 1.9 RFB OPENING

Bids will be opened and reviewed by a city committee. Their recommendation will be given to City Council for awardment. A list of companies responding to the RFB may be obtained from the Purchasing Agent, shortly after the RFB due date and time stated herein.

1.10 TAXES. The selected vendor will be provided with the City of Commerce Sales and Use Tax Certificate of Exemption number upon request.

1.11 VENDOR INFORMATION

All submissions shall include a current W-9. Vendors whose place of business is other than the State of Georgia may be required to provide the Purchasing Agent with copies of that state's regulations and/or laws concerning the application of certain vendor preference requirements to vendors whose place of business is in the applicable state. Failure to provide this information will result in the disqualification of the vendor from submitting a proposal.

1.12 DELIVERY

1.12.1 Delivery of all materials must be FOB destination to the City of Commerce. Delivery shall be made within the vendor's quoted days after receipt of order. Any item(s) not delivered within the time limit may be cancelled by City at no expense to the same. No deliveries are accepted on Saturdays, Sundays or holidays. DELIVERY SHALL BE ACCOMPLISHED ON WEEKDAYS BETWEEN 8:30AM AND 3:30PM EASTERN TIME.

1.12.2 The bidder shall be responsible for the protection of the City of Commerce premises and property, and will be held liable for any damages caused by the bidder, bidder's employee(s) or bidder's agent(s) during the execution of this bid, resultant purchase orders or contracts.

1.13 TERMINATION

Federal, State, and other Local government agencies may terminate this Agreement in the event funds are not appropriated for it in future periods; provided, however, that funds are also not appropriated for equipment or services that replace those contracted for under this Agreement. Customer shall be obligated for any future annual period if Company is not notified in writing at least thirty (30) days prior to the beginning for the annual period for which non-appropriation is being claimed.

1.14 ANTI-DISCRIMINATION

By submitting a response to this RFP, all perspective contractors certify to The City of Commerce they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended. In every contract of over \$10,000 the provisions in 1.15.1 and 1.15.2. apply:

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

1.15.1.1 The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for

employment, notices setting forth the provisions of this nondiscrimination clause.

1.15.1.2 The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

1.15.1.3 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.

1.15.2 The contractor will include the provisions of 1. above in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

### 1.15 INSPECTION

All merchandise and services shall be subject to inspection after arrival at destination or completion of work. In case any items are found to be defective or otherwise not in conformity with specifications or statement of work, the City has the right to reject such items and/or services and return them at bidder's expense.

### 1.16 ACCEPTANCE

Submission of any proposal indicates acceptance of the conditions contained in the RFB unless clearly and specifically noted otherwise in the BID

### 1.18 PRICE

Prices quoted shall include all costs and charges to include, but not limited to purchasing, packing, transporting the equipment and/or services described herein. The City of Commerce is exempt from state sales tax. All fees shall be included in the bid price. Bidders must quote based on the bid unit listed.

### 1.19 SAMPLES

If samples are requested by the City of Commerce, they shall be at no charge to the City and will become property of the City, unless return is requested by the bidder in writing in their bid. Return of samples will be at bidder's expense.

### 1.20 TRADE NAME

Bidders are required to indicate the brands and models of merchandise and/or services quoted. Unless listed as "brand/model only", brand names and models listed in specifications are used as a standard of quality and/or clarification of desired product.

### 1.21 MARKING

Merchandise in full cases shall have an identification marking on the outside of the case. Each case, shipping container, etc. shall be marked with the Purchase Order Number supplied by the City.

## 1.22 SAFETY

Material Safety Data Sheets shall be provided for all applicable items.

### **ITEM SPECIFICATIONS**

- 2.1 **Intent of Specifications** -It is the intent and purpose of these specifications to secure for the City of Commerce the necessary equipment and accessories, which will comprise a wearable video system. A detailed list of components required is included and is the basis on which the Contractors proposal is made. The following specification is based the Watchguard System. The **City of Commerce** has evaluated different types of systems and has determined that this product is best suited for the **Commerce's** needs in quality and performance. This specification is not to be interpreted as restrictive, but rather as a measure of the quality and performance against which all systems bid will be compared. Please review and complete the attached check list and detail deviations and exceptions accordingly.
- 2.2 **Materials and Workmanship** - All equipment, materials, parts, and workmanship are required to be furnished, will be of the highest grade in accordance with modern practice. The equipment supplied will be new and unused, except for necessary testing, calibration, and transportation.
- 2.3 **Warranty** - The manufacturers standard warranty or guarantee on new equipment will cover all items furnished in accordance with these specifications. The minimum warranty period on new equipment will be one (1) year from the date of delivery.
- 2.4 **Parts and Service.** - To best serve the requirements of the Owner, it is the intent of these specifications to secure equipment, which can be properly maintained and serviced without the necessity of stocking an expensive parts inventory or being subjected to long periods of interrupted service due to lack of spare parts. All Bidders submitting proposals must have available at least one (1)-factory parts and service center within the United States. These centers will be staffed with full-time technical, as well as order and shipping personnel, during regular business hours and days. These factory centers must have toll-free telephone service and be convenient to airfreight or overnight parcel service. The Bidder will list the nearest factory part and service location, plus any other pertinent information requested.
- 2.5 **Exceptions and Alternate Bids** - Major exceptions to the component list and specification requirements, or failure to submit requested information will be considered sufficient cause for rejection of a proposal. The specifications describe the components and/or system that are necessary to meet the performance requirements of the City. Alternate Bids must meet the intent of the specifications, and any deviations to the specifications will be clearly delineated on the Contractor Information Sheet.

**2.6 Pre-Contract Demonstration of the Equipment** - The Owner will have the right to have each Bidder (Contractor), demonstrate the exact equipment that will be supplied within two (2) weeks after notification following the opening of Bids.

**2.7 Training** - The Contractor will fully instruct the Owners personnel in the operation of the equipment furnished, after delivery, at no additional cost to the Owner. The instruction period will be of sufficient duration (minimum one day) to fully familiarize the Owners operating personnel with all elements of the equipment, and the appropriate maintenance of the equipment and related parts. This instruction and testing will be conducted by trained personnel of the Contractor and will include full instruction in equipment operation, field procedures, techniques of use, maintenance, troubleshooting, and recording and logging of field information.

**2.8 Service Manuals** - The Contractor will furnish at least two (2) copies of suitable service manuals that describe in detail the proper operation and maintenance of the equipment furnished under the contract. The manuals will contain a current and complete parts for re-ordering, and the equipment actually furnished under this contract will be highlighted to identify exact part and model numbers for each component.

**2.9 Time of Contract Completion** - The Contractor will furnish, install, deliver, and successfully demonstrate all equipment as specified herein; provide the required training; and provide the required service manuals within ninety (90) calendar days after issuance of a Purchase Order.

### **3.0 PROCEDURES & MISC. ITEMS**

The project will be administered by the City of Commerce through the Purchasing Agent being the main point of contact for all questions during the preliminary procedures. After a contract or bid is awarded a project manager will be designated.

- 3.1 All questions shall be submitted in writing (e-mail is preferred) and relevant questions shall be posted on our website (see 1.4)
- 3.2 All materials submitted in connection with this RFB will be public documents and subject to the Open Records Act and all other laws of the State of Georgia, the United States of America and the open records policies of the City of Commerce. All such materials shall remain the property of the City of Commerce and will not be returned to the respondent.
- 3.3 All respondents to this RFB shall hold harmless the City of Commerce, and any of their officers and employees from all suits and claims alleged to be a result of this RFB. The issuance of this RFB constitutes only an invitation to present a bid. The City of Commerce reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this RFB. The City of Commerce also reserves the right to seek clarifications, to negotiate

with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule. In the event that this RFB is withdrawn or the project canceled for any reason, the City of Commerce shall have no liability to any respondent for any costs or expenses incurred in connection with this RFB or otherwise.

- 3.4 Failure to submit all the mandatory forms from this RFB package shall be just cause for the rejection of the qualification package. However, the City of Commerce reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a bid as non-responsive.
- 3.5 Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment less than 30 days, however. The City of Commerce reserves the right to withhold fifteen percent (15%) of the total cost until the City's Project Manager certifies the project as satisfactory and complete.
- 3.6 In case of failure to deliver goods in accordance with the contract terms and conditions, The City of Commerce, after due oral or written notice, may procure substitute goods or services from other sources and hold the contractor responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies which the City of Commerce may have.
- 3.7 By submitting a qualification package, the vendor is certifying that they are not currently debarred from bidding on contracts by any agency of the State of Georgia, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia.
- 3.8 Any contract resulting from this RFB shall be governed in all respects by the laws of the State of Georgia and any litigation with respect thereto shall be brought in the courts of the State of Georgia. Then contractor shall comply with applicable federal, state, and local laws and regulations.
- 3.9 It is understood and agreed between the parties herein that the City of Commerce shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

#### 4.0 FINAL SELECTION

Following review of all qualified proposals, selection of a suitable vendor, and preliminary contract negotiations, a recommendation will be made to the City of Commerce by the project representative. Following approval, the City will complete contract negotiations.

The City of Commerce reserves the right to accept the response that is determined to be in the best interest of the City. The City reserves the right to reject any and or all proposals.

Every vendor submitting a proposal must complete the form showing compliance with the **Illegal Immigration Reform and Enforcement Act of 2011, OCGA §13-10-90(b)(1)**. The form is provided with this RFB package.

#### 4.1 Evaluation Method

The City will evaluate all bids deemed responsive to this invitation by a committee selected by the City of Commerce. Discussions may take place with the short-list vendors to ensure clarification. The award will be based upon the proposal that is determined to be the most advantageous to the City.

## Attachments

Please Complete & Return with Submittal

## **WEARABLE VIDEO SYSTEMS**

### **Specification Sheet**

The purpose of these specifications is to provide this governmental agency with wearable cameras for law enforcement and emergency vehicle use at the lowest possible price with respect to officer use, quality, upgradeability, and other considerations. These specifications are to include mounting hardware and all necessary equipment for a complete working system. In consideration of the specifications, this agency has taken into account court acceptance, staff involvement, storage, and hidden cost or lack thereof in setting the minimum standards.

All bidding, contract, and other related laws are incorporated by silent reference whether or not they are specifically stated in this document. It is the sole responsibility of any bidder to know and comply with any and all related laws. Any clarifications or questions regarding this bid must be submitted in writing no later than five (5) working days in advance of the opening date. All references to quantities are estimated, and are not binding or absolute. Final decision regarding the purchase, if any, will be made after the bid opening, appropriate funding verification, and required approvals are received. Upon announcement of this bid no contact is to be made regarding this bid or its specifications to any person other than the contact person listed above. Violation shall immediately disqualify any prospective bidder. All agency personnel are required to report any such contact.

All bidders must comply with the format of this bid and all pages returned with the submission. Product literature and any supportive information should be submitted with the bid. Failure to indicate "Comply" or "Non Comply", or leaving other lines blank may be considered "non responsive" regardless of price. Unsigned bids will automatically be rejected. All bids must guarantee prices for a period of at least ninety (90) days from the opening date. Bidder shall initial or sign each page of the bid acknowledging both receipt and acceptance of the terms, conditions, and/or specifications. Upon mutual agreement between Commerce and the bidder, the bid prices may be extended for a period of up to one (1) year past the price guarantee for additional purchases without the requirement of a new bid. All bids are FOB to the City specified location, with prepaid and shipping charges included in price. Regarding any discrepancy between the unit and extended price, the each unit price shall prevail. Any mechanical, manual, and or typing correction must be initialed by bidder at each correction.

All bids must be sealed and received prior to the specified opening date and time. All bids shall indicate in the lower left corner of the sealed container the bid number (if applicable), title of bid, and date and time of opening. Bids not properly labeled and/or opened in error will be disqualified. Late bids will be rejected unless they are received by the agency prior to the opening time and date, labeled properly, and the bidder is able to provide verifiable proof of delivery.

Item #	Specification	Meets Specification?	
		Yes	No
1	<b>Video Recording Resolution</b> - Camera must record High Definition video at a resolution of 1280x720 (720P) with a 16:9 wide screen aspect ratio. Camera must also be able to record Standard Definition video at a resolution of 864x480 (480P) with a 16:9 wide screen aspect ratio.		
2	<b>Camera Mounting</b> - Camera must be able to be mounted to the uniform using a secure mount that that is attached by both magnets and pins to the uniform and can be attached to the right or left side just below the shoulder. The camera must also have additional mounting options including a rotating shirt clip and duty belt clip.		
3	<b>Video Storage</b> – Camera must have internal storage of 32GB of solid state storage.		
4	<b>Battery Life</b> – Camera must have the capability of recording in the highest quality setting for at least 9 full hours.		
5	<b>Optional WiFi and GPS</b> – Camera must offer an optional version with integrated WiFi and GPS. GPS must provide camera with time and date information. GPS equipped unit must also embed video with synchronized playback data so multiple video may be played back simultaneously, and within 200 milliseconds of one another.		
6	<b>Mobile App</b> – Camera must support an optional iOS Mobile Application which connects to the camera with WiFi to support full frame playback of events. Mobile app must also support live view and event categorization.		
7	<b>Pre-Event Timer</b> – Camera must support settings of off (disabled) up to 2 minutes of pre-event time allowing video to be added to the beginning of every recording. Pre-event time must be silent by default, but administratively configurable for audible pre-event.		
8	<b>Record-After-The-Fact</b> – Camera must support the ability to retrieve an event that did not allow an officer to push record in a timely fashion. Record-After-The-fact must be enabled only with administrative access and by default be silent video. Record-After-The-Fact must allow for recovery up to at least 3 hours after the incident occurred.		

Item #	Specification	Meets Specification?	
		Yes	No
9	<b>Video Transfer and Charge Mechanism</b> – Camera must use a USB connected Docking Base to charge and transfer video to the back office application.		
10	<b>Video Transfer Speed</b> – Camera must be capable of transferring video from the USB base to a PC at a speed of two minutes per GB of data or faster.		
11	<b>Automatic Transfers</b> – Camera must support the ability to be connected to a USB base and have the video transfer begin automatically without requiring any further actions by the user. Additionally, if the camera is powered off or the battery is dead, the USB base must power it on and automatically initiate the transfer process.		
12	<b>Multi-Bay Transfer Station</b> – Camera must support an optional multi-bay transfer station with a minimum of 8 docking bays. Transfer station must connect directly to the agency network using a 1Gbps Ethernet connection and support the simultaneous download of 8 concurrent cameras.		
13	<b>Backlit LCD Screen</b> – Camera must have a backlit LCD screen to display: battery condition, memory space used and available, number of recordings, incident categories, current recording duration current time/date and assigned officer.		
14	<b>Selectable Officer Names</b> – Camera must include a simple method for checking out a camera to an officer and then visibly displaying the name of the officer on the backlit LCD screen.		
15	<b>Event Categorization</b> – Camera must include the ability to categorize events directly on the camera without the need for a connection to a separate device like a smartphone or computer.		
16	<b>One Button Record</b> – Camera must be able to be activated by pressing one button and then using that same button to stop the recording.		
17	<b>Automatic Activation</b> – GPS and WiFi equipped camera must support activation from vehicle +12volt sources such as the vehicle light bar.		
18	<b>Covert Mode</b> – Camera must be able to be placed in covert mode by the officer. Cover mode must mute all sound and notifications as well as turn off all lights.		

Item #	Specification	Meets Specification?	
		Yes	No
19	<b>One Year Warranty</b> - Warranty shall be a minimum of one (1) year from the date of shipment. The warranty must cover the battery.		
20	<b>Three Year Warranty Extension</b> – Camera warranty must have the ability to be extended for an additional two (2) years providing a total of three (3) years of warranty coverage. The warranty must cover the battery.		
21	<b>No Fault Warranty</b> – A no fault warranty covering all accidental damage for a period of three (3) years must be optional.		
22	<b>Back Office Server Software</b> - System must show pricing for the back-office server software. Server software must be Windows Server 2008 R2 64-bit / Windows Server 2012 / 2012 R2 compatible and utilize Microsoft SQL Server 2008 R2 Standard / Microsoft SQL Server 2012 for its database backend.		
23	<b>Client Web Application</b> - System must support a client application that runs in common modern browsers such as Internet Explorer, Edge, Chrome, and Safari.		
24	<b>Device Management</b> - System must push configurations and firmware upgrades to connected cameras.		
25	<b>Rapid Device Checkout</b> – In order to allow the sharing of cameras, system must optionally support the rapid checkout of a camera from an Ethernet transfer station from a browser-based application. Application must allow devices to be checked out from a specific location or from only specific transfer stations. Rapid device checkout must automatically select the camera with no remaining video to offload and with the highest level of battery charge.		
26	<b>Security Management</b> – System must have the ability to integrate with Active Directory. System must have fully customizable user and group based permission that allow administrators to tailor each user's ability to use the system. Specific permissions must be able to allow access to; login and view one's video, other's video, restricted video, export video, evidence management, security management, fleet management, edit event data.		
27	<b>Evidence Management</b> - System must allow evidence to be deleted or archived automatically on a schedule or manually according to customizable retention period.		

Item #	Specification	Meets Specification?	
		Yes	No
28	<b>Tiered Video Storage</b> – Video evidence management must support a combination of on premise and Microsoft Azure Government Cloud storage. Video management system must allow for video files to automatically be moved from on premise to cloud storage after an administratively defined time period.		
29	<b>Export Playback</b> - When exporting video, the system must automatically include a standalone playback application to be included with the exported video. When used on another computer, the playback application must run solely from the export media (DVD, USB, etc.) and not require any software installation on the local playback computer. Video must also be accompanied by a full audit log showing every time the event was moved, reviewed, or exported with full MD5 hash verification data.		
30	<b>Client Playback Buffering</b> - System must have a built in buffering scheme so that playback from a client begins as soon as the event has downloaded enough of a buffer to begin playback. Systems that require the full event be cached locally before playback initiates will not be considered.		
31	<b>Export Video Anywhere with Permission</b> - System must allow the video to be exported by a user with the appropriate permission from any client computer. Systems that allow exporting video from only a single workstation will not be considered.		
32	<b>Integrated Case Management</b> – Software must have Case Management functionality for the purpose of managing other types of digital media/evidence. Cases must be able to be created as part of a record event from the wearable camera system or completely independent of a record event.		
33	<b>Record Event Trimming Feature</b> – Software must support the ability to trim video for the purpose of removing part of the video file by trimming the beginning and/or end portions of the event. The trimmed file must be saved as a new file in order to preserve the original file.		
34	<b>File Conversion Options</b> – Software must support the ability to convert the in-car video native files into the following formats: MP4, MP2, AVI and WMV.		
35	<b>DVD Robot Support</b> – Software must natively support the ability to interface with both a standard DVD Robot and Blu-Ray DVD Robot without the need for		

Item #	Specification	Meets Specification?	
		Yes	No
	additional modules or software.		
36	<b>Video Storage and Sharing</b> – Software must have the ability to be installed on premise and have video stored on premise with the option of using the Cloud for sharing video and cases with intended recipients. The agency must be able to control which e-mail addresses and or domains are allowed to be sent links to shares, how long the shares are available for, the type and security of the share and the ability to remove the share at any time. All information stored in the Cloud for sharing purposes must be stored in a government secure data center. Additionally, the audit log for the video should maintain an audit trail for the video when it is exported to the Cloud and when it is viewed or downloaded by the recipient.		

Upon request of the agency, a working demonstration shall be provided by a representative of the bidder or by delivery of a sample unit to the agency within 15 working days of the written request. Any and all cost related to this demonstration shall be incurred by the bidder.

Final determination of any purchase will not be exclusively on price. Factors that may be considered are price, ease of installation, interface options, service, warranty, ease of programming, ease of use for the officer with intuitive graphical menus, options, manufacturing support, and other areas determined by the agency.

**Exceptions to Specifications**

Bidder must provide detailed explanation for any specifications not fully met by the proposed product. Using the following format, indicate both the Item # and explanation for each exception taken.

If no exceptions are taken, state as such.

Line #            Exception (use additional sheets if necessary)

\_\_\_\_\_

\_\_\_\_\_





**NON-COLLUSION AFFIDAVIT**

The following affidavit is to accompany the bid:

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
Owner, Partner or Officer of Firm

\_\_\_\_\_  
Company Name, Address, City and State

being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the bidder to submit the attached bid. Affiant further states as bidder, that they have not been a party to any collusion among bidders in restraint of competition by agreement to bid at a fixed price or to refrain from bidding. Affiant also states as bidder, that they have not been a party to any collusion with any officer of the City of Commerce or any of their employees as to quantity, quality or price in the prospective contract; and that discussions have not taken place between bidders and any office of the City of Commerce or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed bid for:

Firm Name \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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



ADDENDA ACKNOWLEDGEMENT

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The vendor has examined and carefully studied the Request for Proposals and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. \_\_\_\_\_  
Addendum No \_\_\_\_\_  
Addendum No. \_\_\_\_\_  
Addendum No. \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative/Title (Print or Type)      Authorized Representative (Signature)      (Date)

*Vendors must acknowledge any issued addenda. Submittals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the owner's requirements.*