Request for Proposals

Security and Surveillance Camera System

Phoenixville Borough
351 Bridge Street, Second floor
Phoenixville, PA 19460

Introduction

The Borough of Phoenixville is interested in proposals from qualified vendors to upgrade and/or the replacement of the Borough’s security and surveillance camera system along with a proposal of equipment and installation costs.

Date issued: July 14, 2015

All questions are to be directed to:

Kelly Getzfread
Community Development Director
351 Bridge Street, Second Floor
Phoenixville, PA 19460
Phone: (610) 933-8801
Fax: 610-983-0621
E-mail: kgetzfread@phoenixville.org
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REQUEST FOR PROPOSALS

THE BOROUGH OF PHOENIXVILLE
351 Bridge Street, 2nd Floor
Phoenixville, PA 19460

Sealed Request for Proposals for **Security and Surveillance Camera Systems** will be received by the Borough of Phoenixville, 351 Bridge Street, 2nd Floor, Phoenixville, PA 19460, until 11:00 am, prevailing time, on **Tuesday, the 15th day of September, 2015**.

The RFP is available online at no cost at:

[http://www.phoenixville.org/government/92](http://www.phoenixville.org/government/92)

Additionally, the RFP Package may be obtained at the Manager’s office in the Phoenixville Municipal Building located at 351 Bridge Street, 2nd Floor, Phoenixville PA 19460, or by calling (610) 933-8801.

For purposes of this document “Owner” is defined as the Borough of Phoenixville.

All Proposals must be addressed to the Borough Manager, 351 Bridge Street, 2nd Floor, Phoenixville, PA 19460 and deposited with the Borough in a sealed envelope on or before the time and date specified above. All proposals must be marked on the outside “Request for Proposals – **Security and Surveillance Camera System**”.

The Borough shall have up to 60 calendar days to review and accept any of the proposals submitted. The Borough further reserves the right to reject any and all proposals or any part of a proposal, and to waive any informality in a proposal as they deem for the best interest of the Borough of Phoenixville. The Borough of Phoenixville is exempt from all Federal and State taxes.

E. Jean Krack
Borough Manager

PART I. GENERAL INFORMATION

1.1 Purpose

This RFP contains the information and requirements to provide vendors with specific information to prepare and submit qualifications for installation of security cameras and DVR’s within the Borough of Phoenixville. This guideline package, which shall be referred to as the RFP provides vendors with information and instructions necessary to prepare a proposal package for consideration by the Borough of Phoenixville.

This RFP, with any amendments, contains the only instructions governing the proposals and material to be included therein; a description of the service to be provided and other proposal requirements. The Borough considers the acquisition and installation of such equipment to be a professional service and will evaluate the proposals based upon the total cost, quality of equipment proposed and the qualifications and experience of the vendor.

1.2 Issuing Office

This Request for Proposal is issued by the Borough of Phoenixville and the Borough of Phoenixville shall be the sole point of contact for this RFP, specifically as follows:

Kelly Getzfread
Community Development Director
351 Bridge Street, Second Floor
Phoenixville, PA 19460
Phone: (610) 933-8801
Fax: 610-983-0621
E-mail: kgetzfread@phoenixville.org

1.3 Project

The Borough currently has a security camera system that is in need of upgrading and expansion. It will be the responsibility of each proposer to inspect the Borough’s current camera system and determine the most cost effective approach to upgrading or replacing the system, and the integration of additional cameras to the security and surveillance system.

Exhibit “A” is intended to represent the minimum requirements of the Borough for a fully functioning Security/Surveillance Camera System. The proposer may wish to provide a proposal with equipment that is of higher quality or of greater benefit to
the Borough, but must be able to defend and explain their recommendation on the basis of function and cost comparisons.

Exhibit “B” is intended to provide the locations for the Video System and detailed requirements.

1.4 Submission of Proposals.

Interested firms will be required to submit their qualifications to the Borough of Phoenixville as specified in this RFP.

1.5 Rejection of Proposals

The Borough Council reserves the right to reject any or all proposals or any part of a proposal, and to waive any informality in the proposal as they deem for the best interest of the Borough of Phoenixville.

1.6 Incurring Costs

Borough of Phoenixville is not liable for any cost or expenses incurred by the firm in the preparation of their written responses or for attendance at any conferences and meetings related to this RFP. Any cost or expense incurred by a firm in performing any analysis associated with this Proposal shall be borne by the firm.

1.7 Amendment to the Request for Proposal

If it becomes necessary to revise any part of this RFP, an amendment will be issued on the Borough’s Website at :

http://www.phoenixville.org/government/92

1.8 Confidentiality

To the extent allowed by law, proposals will be held in confidence by the Borough of Phoenixville.

1.9 Restriction of Contact

From the issue date of this RFP until a determination is made regarding the final selection of the firm, all contacts with Borough of Phoenixville personnel concerning this proposal, must be made through the Issuing Office as above mentioned.

1.10 Complete Response
To be considered, proposals must be a complete response to the RFP. Failure to do so may result in rejection of the document as non-responsive. Proposals are to be straightforward and concise presentations without extraneous material. Typical product cut sheets are acceptable. Vendor marketing materials are not desired.

1.11 Prime Contractor Accountability

The firm that is selected as the vendor/prime contractor under this RFP will be considered the prime contractor. The firm will be required to assume full responsibility for delivery of all equipment and services under the final contract. Further, the selected firm will be the sole point of contact with respect to all contractual matters for the duration of the contract term.

1.12 Insurance Requirements

The successful firm will have and maintain in full force, during the full term of the contract, all insurance as follows:

a. Comprehensive general liability insurance with a minimum coverage limit of $1,000,000 per occurrence combined single limit for bodily injury and property damage, including coverage for contractual liability, personal injury, products and complete operations coverage’s.

b. Comprehensive automobile liability insurance with a minimum coverage limit of $1,000,000 per occurrence combined single limit bodily injury and property damage, including coverage for owned, non-owned and hired auto coverage’s as applicable.

c. Blank fidelity bond insurance covering all officers and employees, with a minimum coverage limit of $1,000,000 including the Borough as loss payee as its interests may appear.

d. Workers’ compensation insurance at statutory coverage limits.

e. Professional Liability insurance with a minimum coverage of $1,000,000 per occurrence.

Comprehensive general liability and comprehensive automobile liability insurance policies shall be endorsed to provide as additional insured the Borough of Phoenixville and its officers and employees.

All policies shall be endorsed to provide thirty (30) days advanced written notice to the Borough of cancellation, non-renewal or reduction in coverage.
The Certificate of Insurance and additional insured endorsements are to be provided to the Borough prior to the effective date of the Contract.

1.13 Indemnification Agreement

The successful bidder shall enter into an Indemnification Agreement that shall read as follows:

To the full extent permitted by law, Contractor shall defend, indemnify and hold harmless the Borough, its employees, agents, officials, and assigns from any liability, claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, actual attorney fees incurred by the Borough, court costs, interest, defense costs including expert witness fees and any other costs or expenses of any kind whatsoever incurred in relation to, as a consequence of or arising out of or in any way attributable in whole or in part to the performance of this Contract. All costs/obligations under this provision are to be paid by the Contractor as the costs/obligations are incurred by the Borough.

Without affecting the rights of the Borough under any provision of this Contract, or this Section, Contractor shall not be required to indemnify and hold harmless the Borough as set forth above for liability attributable to the sole fault of the Borough, provided such sole fault is determined by agreement between the parties or by the findings of a court of competent jurisdiction. This exception will apply only in instances where the Borough is shown to have been the sole cause and solely at fault and not in instances where the Borough’s fault accounts for only a percentage of the liability involved. In those instances, the obligation of Contractor will be all-inclusive and the Borough will be indemnified for all liability incurred, even though a percentage of the liability is attributable to conduct of the Borough.

Contractor acknowledges and understands that its obligation pursuant to this Section extends to liability attributable to the Borough if that liability is less than the Sole, (100%), fault of the Borough as determined by agreement of the parties or by a court of competent jurisdiction.

Contractor agrees to obtain executed indemnity agreements with provisions identical to those set forth in this Section from each and every sub-contractor, sub-tier contractor or any other person or entity involved by, for, with or on behalf of Contractor in the performance of this agreement. In the event Contractor fails to obtain such indemnity obligations from others as herein stated and required, to the full extent permitted by law, Contractor shall defend, indemnify and hold harmless the Borough, its employees, agents, officials, and assigns from any liability, claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or
threatened, actual attorney fees incurred by the Borough, court costs, interest, defense costs including expert witness fees and any other costs or expenses of any kind whatsoever incurred in relation to, as a consequence of or arising out of actions or inactions of each and every sub-contractor, sub-tier contract or any other person or entity involved by, for, with or on behalf of Contractor in the performance of this Contract. Failure of the Borough to monitor compliance with these requirements imposes no additional obligations on the Borough and will in no way act as a waiver of any rights hereunder. This obligation to indemnify and defend the Borough as set forth herein is binding on the successors, assigns, and/or heirs of Contractor and shall survive the termination of this Contractor Section.

1.14 Site Visits

Site visits will be the responsibility of the firm and their representative shall coordinate such visits through the “Issuing Office”. Site visits are available during the period of July 13, 2015 to September 4, 2015.

1.15 Questions Submitted

All questions about the meaning or intent of any of documents are to be directed to the “Issuing Office” as listed above. Interpretations or clarifications considered necessary by the Borough in response to such questions shall be posted on the Borough’s website as listed at the end of this section. Only questions answered on the website shall be binding. Oral or other interpretations or clarifications will be without legal effect.

http://www.phoenixville.org/government/92

1.16 Addendum

Any changes made to the RFP shall be posted on the Borough’s website listed at the end of this section. Proposers shall execute the Addendum confirming receipt, and the Addendum shall become part of the RFP documents and the Contract.

http://www.phoenixville.org/government/92

1.17 Disclosure.

Funds have not yet been identified for this project. The Borough may choose to fund the project itself, seek grant funding, or a combination thereof. Contractor labor rates must conform to prevailing wages for the Borough of Phoenixville, Chester County, Pennsylvania.
PART II. SCOPE OF SERVICES

2.1 The total costs and unit costs shall include furnishing of all materials, labor, tools, and equipment required for the installation of the security and surveillance camera system indicated in this RFP.

Exhibit “A” is intended to represent the minimum requirements of the Borough for a fully functioning Security/Surveillance Camera System. The proposer may wish to provide a proposal with equipment that is of higher quality or of greater benefit to the Borough, but must be able to defend and fully explain their recommendation on the basis of function and cost comparisons.

Exhibit “B” is intended to provide the locations for the Video System and detailed requirements.

All Proposals must include a detailed implementation schedule outlining major milestones and completion date.

All cameras must be digital, utilize POE, and have 1MP resolution unless otherwise specified. (No analog or encoding to digital)

All outdoor cameras shall have Wide Dynamic Range for lighting in vandal and weather proof housing.

All equipment shall have a three (3) year warranty on parts and labor. A minimum of four (4) hours on-site training must be included in the bid proposal.

Selected vendor/prime contractor will be responsible for coordination of staging, clean up and haul-off, and all other site related issues with the Director of Public Works.

PART III. CONTRACTUAL PROVISIONS:

3.1 The Contract shall consist of all Request for Proposal documents including, but not limited to, the Notice Requesting Proposals, the General Information, the Scope of Services, the Contractual Provisions, the Qualifications of Proposers, the Submission Requirements, the Public Works Verification, the Contract, the Minimum Requirements, the Detailed Requirements, any Addendum(s), and contents of the successful Proposer’s final technical proposal.

3.2 Borough of Phoenixville reserves the right of final approval over the scope of work and all end-use conditions. Only prior reviewed and approved equipment and modifications will be permitted by Borough of Phoenixville.
3.3 The successful proposer must carry the level of insurance required by the Borough of Phoenixville for both the construction and operations phases.

3.4 All drawings, reports and materials prepared by the firm in performance of the contract shall become the property of Borough of Phoenixville and shall be delivered to them as needed or within thirty (30) days after the project is completed and accepted by Borough of Phoenixville.

3.5 The firm must secure all necessary licenses and permits and comply with all federal and state laws with respect to this project. All work completed under this contract must be in compliance with all building codes and appropriate accreditation, certification and licensing standards.

PART IV. QUALIFICATIONS OF PROPOSERS

4.1. Proposer’s Capabilities

This criterion relates to the firm’s capabilities and resources in relation to this project.

A. Are resources available to perform the work for the duration of the project?

B. What similar projects by type and location have been performed within the last three years, which best characterize work quality and cost control?

C. Has the firm completed similar projects with other government agencies?

D. Has the firm demonstrated that they follow internal procedures and/or policies associated to this project’s services to provide quality control and quality assurance necessary to complete the project in a timely and cost effective manner?

4.2 Support Information

Support information shall be limited to that which is pertinent to the submittal. Material shall include sample final report and equipment list and may include references, resumes, etc. The Borough shall be seeking services of the most qualified Vendor.

4.3 Statement of Proposal

The Statement of Proposal must include the following:

A. A cover page containing the firm’s legal name, address, and telephone number;
B. Describe, in sufficient detail, the Proposer's key personnel (including a brief resume) and Proposer's experience, qualifications and technical support that are relevant to the Services detailed in this Request;

C. Describe in detail the proposers assessment of the equipment and camera system currently being deployed by the Borough; and the proposed upgrade and hardware expansion features and configuration of the security/surveillance camera systems;

D. Describe, in sufficient detail, all the Services proposed to be provided, making specific reference to any Services not included in the Proposal, and Services proposed to be provided by subcontractors and/or any additional services proposed to be provided and the cost of such additional services, if any

E. A description of the firm’s capability to meet time and budget requirements;

F. Detail the proposed installation schedule and all-inclusive cost, including fully loaded hourly cost of labor, equipment, materials for the Services, and subcontractors’ markup, which includes a commitment and an affirmative statement that all the proposals made in the Responses shall remain valid for a period of 120 days after the due date of the Responses;

G. Include the name, address, and contact person of at least three government agencies with which the Proposer has provided similar type Services. It is the intent of the Borough to contact such references to assess the level of satisfaction with the equipment and services rendered to the listed references. List all lawsuits and complaints filed against Proposer within the past three years.

H. Attach a copy of the firm’s proposed contract and fees.

The Borough will not be liable for any costs incurred in the preparation of qualification statements nor for costs incurred if the Borough requires an oral interview with respondents.

PART V. SUBMISSION REQUIREMENTS

All responses must be received no later than 11:00 a.m. prevailing time on Tuesday, September 15, 2015 Mail or deliver proposals to:

Borough of Phoenixville
Request for Proposal – Security and Surveillance Camera System
Attn: Borough Manager
351 Bridge Street, Second Floor
Phoenixville, PA 19460
Responses shall be submitted in a sealed package addressed as above and clearly identifying the agency making the submission.

Postmark date will not constitute timely deliver. Submittals that are not received on or before the specified deadline of 11:00 a.m. prevailing time on Tuesday, September 15, 2015, will not be accepted (no exceptions). The Borough reserves the right to request follow-up information or clarification from agencies in consideration.

One (1) hard copy original and One (1) scalable electronic (PDF) copy (disc or thumb drive) of the Request for Proposal must be submitted from each agency. The agency is liable for any of the costs incurred in preparing or submitting a proposal.

- Technical Section containing materials, options, projected requirements, required personnel; and
- Time Cost Section that includes a detail of the time and costs that will be required to complete the Services.
- Provide your responses on 8 ½ “ x 11” sheets of paper and number and title each answer to the corresponding category.
- Font size should be no smaller than 12 point.
- All pages in your response should be numbered sequentially.
- Include a table of contents which indicates the section and page numbers corresponding to the information included.
- Provide tabs for each section of the Response.
- Front and back cover pages.
- Not to exceed 50 sheets of paper, double sided (copy of general contractor license, signed acknowledgments, introduction letter, and representation not counted towards 50-page limit).

The Borough reserves the right to reject any or all submissions, to compare the relative merits of the respective responses, and to choose an agency, which in the opinion of the Borough, will best serve the interests of the Borough.

Each response to this RFP shall be done at the sole cost and expense of each proposing agency and with the express understanding that no claims against the Borough for reimbursement will be accepted.
PART VI. PROPOSED SCHEDULE

- Issue Bid Package: July 14, 2015
- Site Visits: July 14, 2015 to September 4, 2015
- Receipt of Proposals: September 15, 2015
- Anticipated Selection of Company: October 13, 2015
- Approval of Contract: October 13, 2015
- Begin Scope of Work: TBD
- Contract Completed: TBD

Note: Dates are subject to change

PART VII. INQUIRIES

Inquiries about this RFP must be in writing and directed to the contact listed under Issuing Office 1.2.

Questions submitted to the Borough of Phoenixville from any firm contemplating submission of a proposal, along with the Borough’s responses to those questions will be listed on the Borough’s website at:

http://www.phoenixville.org/government/92

## END OF RFP ##
COMMONWEALTH OF PENNSYLVANIA

PUBLIC WORKS EMPLOYMENT VERIFICATION FORM

Date ________________________

Business or Organization Name (Employer) __________________________________________

Address ____________________________________________________________

Borough ________________________ State _________ Zip Code ______________________

Contractor       Subcontractor (Circle one)

Contracting Public Body ________________________________________________

Contract/Project No ________________________________________________

Project Description ________________________________________________

Project Location ________________________________________________

As a contractor/subcontractor for the above referenced public works contract, I hereby affirm that as of the above date, our company is in compliance with the Public Works Employment Verification Act (‘the Act’) through utilization of the federal E-Verify Program (EVP) operated by the United States Department of Homeland Security. To the best of my/our knowledge, all employees hired post January 1, 2013 are authorized to work in the United States.

It is also agreed to that all public works contractors/subcontractors will utilize the federal EVP to verify the employment eligibility of each new hire within five (5) business days of the employee start date throughout the duration of the public works contract. Documentation confirming the use of the federal EVP upon each new hire shall be maintained in the event of an investigation or audit.

I, ____________________________ authorized representative of the company above, attest that the information contained in this verification form is true and correct and understand that the submission of false or misleading information in connection with the above verification shall be subject to sanctions provided by law.

________________________________
Authorized Representative Signature
CONTRACT

THIS AGREEMENT made this _____ day of ___________________, 201__ by and between

_______________________________________________ __________________________
(hereinafter called “Contractor”) and Borough of Phoenixville, Pennsylvania, (hereinafter called "Owner").

WITNESSETH:

That the Contractor and the Owner for the consideration stated herein mutually agree as follows:

ARTICLE 1. Statement of Work. The Contractor shall furnish all supervision, technical personnel, labor, materials, machinery, tools, equipment, incidentals and services, including utility and transportation services and perform and complete all work required for the Security and Surveillance Camera System in the Borough of Phoenixville, Pennsylvania, in strict accordance with the Contractor’s Bid Proposal and all documents contained in the Request for Proposal, including all Addenda thereto.

ARTICLE 2. The Contract Price. The Owner will pay the Contractor, because of his performance of the Contract, for the total quantities of work acceptably completed at the proposed pricing stipulated in the RFP submission.

ARTICLE 3. Contract Time. The Contractor agrees to begin work within ten (10) calendar days after execution of the contract by the Borough, and to complete the work prior to _________________________, 201____, subject to an extension from the Borough/Owner in writing.

ARTICLE 4. If the Contractor shall fail to complete the work within the time specified, he and his Surety shall be liable for payment to the Owner, as liquidated damages ascertained and agreed, and not in the nature of a penalty, the amount of $100.00 for each calendar day of delay. To the extent sufficient in amount, liquidated damages shall be deducted from the payments to be made under this Contract.

ARTICLE 5. Contract. The executed Contract Documents shall consist of the following:

a. This Agreement
b. The RFP
c. Addenda
d. General Information
e. Scope of Services
f. Contractual Provisions
g. Qualification of Proposers
h. Submission Requirements
i. Proposed Schedule
j. Inquiries
k. Public Works Verification Form
l. Exhibit A – Minimum Requirements
m. Exhibit B – Detailed Requirements
n. Technical Specifications
o. Proposal Form
f. Drawings

In the event that any provisions in any component part of this Contract conflicts with any provision of any other component part, the conflict shall be resolved by the Borough Solicitor whose decision shall be final.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed in two (2) counterparts, each of which shall be considered an original on the day and year first above written.

ATTEST: ________________________________

(Vendor)

________________________________________
Signature

________________________________________
Name

________________________________________
Name and Title

________________________________________
Title

BOROUGH OF PHOENIXVILLE
(Owner)

ATTEST:

________________________________________
E. Jean Krack
Borough Manager

________________________________________
James C. Kovaleski
Council President
Exhibit “A”

Minimum Requirements

Scope

The following is intended to represent the minimum requirements of the Borough of Phoenixville for a fully functioning Security/Surveillance Camera system. The proposer may wish to provide a proposal with equipment that is of higher quality or of greater benefit to the Borough, but must be able to defend their recommendation on the basis of function and cost comparisons.

1. General

1.1. Camera Network Infrastructure

1.1.1. The Phoenixville Security/Surveillance Camera network deployment requires high reliability and will be used to support Borough assets including public works and building security functions.

1.1.2. The Network will support fault tolerance mechanisms to mitigate and/or eliminate single points of failure and ensure high reliability.

1.1.3. Respondents must state the reliability levels they will commit to for the network.

1.1.4. Respondents must demonstrate the ability to deliver secure transmissions.

1.1.5. Respondents must demonstrate the ability to deliver excellent throughput (quality of service) for camera deployment applications.

1.1.6. Respondents must detail how the network design eliminates or minimizes single points of failure.

1.1.7. The network may include a fixed wireless point-to-multipoint, fiber or leased line solution as a backhaul tier for aggregating video traffic.

1.1.8. The network will support contingency mechanisms to ensure operation during a natural or other disaster. Respondents will describe their proposed disaster recovery plan for the network and camera system.

1.1.9. The network design will easily accommodate scaled and upgrades to the system in a modular fashion to support additional cameras.
All equipment will comply with all relevant electrical, environmental and safety standards and all applicable local, state and federal ordinances.

1.2. Digital Video Network Performance Requirements

1.2.1. The Respondent must describe and provide network performance that will be adequate for video monitoring and surveillance in the proposed deployment.

1.2.2. Network Performance presentation must include Respondent’s engineering assumptions regarding:

1.2.2.1. Compression protocol

1.2.2.2. Resolution or frame size

1.2.2.3. Image ratio

1.2.2.4. Frame rate

1.2.2.5. Compression ratio

1.2.2.6. Recommended bandwidth requirement per camera

1.3. Proposed Software and Computing Environment

1.3.1. The Respondent must present in detail the version, features and capabilities of the proposed video management system. Included in this section should be a detailed technical overview of any proposed hardware or software platform, including

1.3.1.1. Hardware/software architecture diagrams

1.3.1.2. Process flow diagrams

1.3.1.3. Network diagrams

1.3.1.4. Minimum client computer configurations for desktop, remote and mobile vehicle access.

1.3.1.5. Optimal and minimum network, server, storage and backup requirements.
Exhibit “B”

**Detailed Requirements**

The Security/Surveillance Camera System upgrade or replacement proposal must address the means of connectivity with the Borough offices and mobile data terminals through both wired and wireless connections. Head end and viewing equipment shall be installed at various locations throughout the Borough.

Locations for the Video System may include:

1. Phoenixville Water Treatment Plant, 5 Water Street.
2. Phoenixville Water Distribution, 1 Water Street.
3. Richards Lane Pump Station.
4. Phoenixville Reservoir, Franklin and Fillmore Street
5. Lane Avenue Stand Pipe.
7. Phoenixville Streets Building, 18 S. Second Avenue.
8. Ashland Street Pump Station.
10. Children’s Plaza, 200 Block of Bridge Street.

*Please refer to section General Information 1.15 to schedule site visits.*

2. **Detailed Requirements**

2.1. **Camera Requirements**

2.1.1. The Borough is requesting that the Respondent provide a minimum of two camera options with distinguishable features and capabilities. The Respondent shall provide equipment that meets or exceeds the following specifications outlined below:

2.1.1.1. Network IP camera

2.1.1.2. Transmit video in color

2.1.1.3. Provide a minimum of 22x optical zoom
2.1.1.4. Ability to operate in low light (respondent is required to provide low light specifications).

2.1.1.5. Ability to pan 360 degrees via remote control.

2.1.1.6. Ability to tilt 180 degrees via remote control.

2.1.1.7. Ability to operate in an enclosed case in conjunction with the environmental conditions possible in Phoenixville.

2.2. Power Supply

2.2.1. Ability to operate on a 110 VAC power supply, 24 hours a day for an extended period of time, no less than nine months in duration provided the proper power requirements are met.

2.2.2. Respondent will describe automated camera operation recovery after restoration of power.

2.2.3. Respondent will describe power maintenance requirements.

2.2.4. The Respondent should provide a battery option in the event that a camera need to be deployed to a location that is unable to connect to a conventional power supply, the battery solution shall power the camera for a minimum of 48 hours.

2.3. Transmission of Streaming Video

2.3.1. Ability to transmit wireless data.

2.3.2. Ability to transmit a minimum of 30 frames a second

2.3.3. Ability to transmit the wireless data in a secure encrypted format. The Respondent is required to provide detailed specifications.

2.3.4. Ability for police employees to view live video transmission at every police station, at mobile data terminals in police vehicles and remotely over the internet.

2.3.5. Size of the video streams from real-time or captured video.

2.4. Recording Capabilities

2.4.1. Allow the user to capture still pictures in multiple formats.
2.4.2. Allow the user to record streaming video in an industry-standard format that can be viewed on a standard DVD player or other common computer media.

2.4.3. Provide a date and time stamp option.

2.4.4. Provide video data in a manner consistent with the conveyance of video forensic evidence. Video must fairly and accurately represent what it depicts. It must be self-verifying providing a detailed enough picture of the scene for a witness to confirm that the area is accurately depicted.

2.4.5. A test by the vendor must be conducted and provided in writing for each camera stating that the video from each camera fairly and accurately depicts the local area.

2.5. Data Storage

2.5.1. All data shall be capable of being stored in a digital format that can be retrieved, copied, viewed and deleted as needed.

2.5.2. Data storage must be part of a secure chain of custody including physical and electronic security.

2.6. Server and Storage Specifications

2.6.1. The Borough expects to retain 30 days of video archives.

2.6.2. Respondent must detail server specifications to support Respondent’s recommended configuration including backup. Respondent must specify:

2.6.2.1. Processor

2.6.2.2. Memory (RAM)

2.6.2.3. Specify DVD+R/+RW

2.6.2.4. Storage

2.6.2.5. Configuration (e.g. SAN)

2.6.2.6. Backup capacity

2.6.3. The Respondent shall specify the amount of storage required per hour of video
2.6.4. If the video is compressed the Respondent shall provide the ratio of video compression.

2.6.5. The Respondent shall list all proposed product name brands, models and configurations.

2.7. Network Viewing Specifications

2.7.1. Respondents must specify minimum workstation requirements, including:

2.7.1.1. Processor requirements (i.e. 1 GHz).

2.7.1.2. Minimum memory requirements.

2.7.1.3. Minimum video card requirements.

2.7.1.4. Minimum requirements for the operating platform (e.g. Windows 8).

2.8. Viewing

2.8.1. A 1024 x 768 resolution area is preferred

2.8.2. Software shall allow for the viewing of multiple cameras on one screen.

2.8.3. Include ability to program the camera to pan/move in order to capture an area without an operator.

2.8.4. The viewing system shall provide for rapid search capabilities and allow navigation by way of a mouse or touchpad.

2.8.5. The controllers shall accommodate a minimum of four preset coordinates per camera.

2.9. Testing

2.9.1. **Equipment and hardware:**

2.9.1.1. Installation of all equipment, software, laying of wire and all ancillary equipment and connectors must be installed, test verified and delivered in operating and ready-to-use condition.
2.9.2. **Software**

2.9.2.1. Furnish, design, develop, configure, install, test, train and deliver the equipment and computer operating system(s) in a ready-to-use condition, and perform all other related work.

2.9.2.2. Please provide an anticipated future release schedule of known software.

2.10. **Warranty**

2.10.1. All equipment shall carry a minimum of one-year warranty on parts, hardware, and software installed by the Respondent.

2.10.2. No additional labor costs shall be imposed on the Borough in order to correct documented defects within the one-year warranty period.

2.10.3. A contact person and phone number shall be provided in order to report any hardware and software defects.

2.10.4. The Borough requires that the contact be available on a Monday through Friday basis during normal working hours, 8:00 AM. to 4:30 PM, EST.

2.10.5. The one-year warranty period shall not begin until the entire system is installed, inspected and accepted by Borough Administrator John Inch Morgan or his designee.

2.10.6. The Respondent must also warrant that the hardware and software will operate at the time of delivery in accordance with the manufacturer’s published specifications and the Respondent’s written description of the system operation, as well as warrant against defects in workmanship and material.

2.10.7. If the Respondent offers additional warranty service or support programs other than what is stated above, the Respondent should state such programs and the additional cost of the program(s).

2.11. **Training**
2.11.1. The Respondent shall submit a training plan that describes the procedures that the Respondent will employ to adequately accomplish training related to the implementation and full utilization of the system.

2.11.2. The Respondent shall provide a contact person and phone number to assist the Borough with any technical questions. This service shall be provided as a part of the training for a minimum of six months from the date of installation.

2.11.3. Training shall be provided, to personnel designated by the Borough Administration within 15 business days from the completed installation and acceptance date. Training for all hardware and software must be provided on-site and shall at a minimum include:

2.11.3.1. Name and phone number of the person responsible for training for six months.

2.11.3.2. How to install or setup a computer as a viewing station.

2.11.3.3. How to operate the camera software in order to zoom, pan and focus.

2.11.3.4. How to record and retrieve data.

2.11.3.5. How to search and retrieve pre-recorded video information according to time stamps.

2.11.3.6. How to search and retrieve pre-recorded video from the server.

2.11.3.7. How to remove and reinstall the camera from the casing.

2.11.3.8. How to align the camera to the receiver/antenna.

2.11.3.9. How to mount the antennas(s).

2.11.3.10. How to secure and remove the power source.

2.12. **Documentation**

2.12.1. The Respondent shall include:

2.12.1.1. A written manual that covers the specifications and operation of all hardware and software provided as part of the contract.
2.12.1.2. As built drawings of the system and network.

2.12.1.3. As built diagrams of the cameras and enclosures showing all equipment, antennas and other connections in the casing.

2.12.1.4. As built wiring diagrams for the electrical connections in and to the camera and casing.

2.12.1.5. As built communications wiring diagrams for antennas and camera.

2.12.1.6. As built casing installation diagrams for each type of structure or pole utilized.

2.12.1.7. As built network drawing showing the chain of custody of video evidence.

2.13. **Administration Toolsets**

2.13.1. Respondents must answer the following questions:

   2.13.1.1. What administration toolsets are included with the system?

   2.13.1.2. What skills are required to maintain the system?

   2.13.1.3. How is the security profile defined?

   2.13.1.4. What is included in the user security profile?

2.14. **Security**

2.14.1. What security tools are included with the system?

2.14.2. How is the security profile defined?

2.14.3. What is included in the user security profile?

2.15. **Upgrade Tools**

2.15.1. What is the software upgrade frequency?

2.15.2. How are patches and fixes applied?
2.15.3. How are patches and fixes deployed?

2.15.4. How are upgrades applied?

2.15.5. How much training is generally required with upgrades to the system?

2.15.6. What happens to software customizations during an upgrade?

2.15.7. How many versions of the software does your company support?