

# **TOWN OF FREEPORT, MAINE**

Police Department



## **Request for Proposals**

**2025-006**

### **In-Car Video with Body Worn Cameras**

7/15/2024

**Note:** *It is the applicant's responsibility to check the Town's website or to contact the RFP point-of-contact identified in the RFP for any addenda issued to this RFP. The Town shall not be responsible for any incomplete proposal submitted as a result of missing addenda, attachments or other information regarding the RFP.*

July 1, 2024

## **REQUEST FOR PROPOSALS**

### **In-Car Video with Body Worn Cameras 2025-006**

Proposals must be submitted and received no later than *4:30 p.m. on August 22, 2024*, at the site designated on the Proposal Information Sheet. Proposals received or delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The deadline for submission of written questions is *4:30 p.m. on August 2, 2024*. All written questions will receive a written response from the Town on or about *August 7, 2024*.

Any inquiries and requests regarding this RFP should be directed to **Chief Nathaniel Goodman** at 16 Main St. Freeport, ME 04032, e-mail: [ngoodman@freeportmaine.com](mailto:ngoodman@freeportmaine.com).

## PROPOSAL INFORMATION SHEET

**NUMBER OF COPIES TO BE SUBMITTED: 2**

ALL PROPOSALS SHALL BE SUBMITTED AND RECEIVED NO LATER THAN August 22, 2024 at 4:30pm at the Town of Freeport's Town Hall, 30 Main Street, Freeport, ME 04032. Electronic and facsimile submissions will not be considered.

**All Mail-ins**

Town of Freeport  
Attn: *Nathanial Goodman*  
30 Main St.  
Freeport, ME 04032

**All Drop-offs**

Town of Freeport  
Attn: *Nathanial Goodman*  
30 Main St.  
Freeport, ME 04032

**RFP COORDINATOR**

*Nathanial Goodman*  
*ngoodman@freeportmaine.com*

Proposals must be submitted in a sealed envelope marked:  
**In-Car Video with Body Worn Cameras 2025-006**

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## **Section 1**

# **Administrative Overview**

# Section 1

## Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, additional information is added as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

### 1.1 Procurement Timetable

**Note that the procurement timetable represents the Town’s best estimated schedule. If an activity on this schedule is delayed, the rest of the schedule will likely be shifted by the same number of days.**

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing Request for Proposals (RFP)	July 15, 2024
Distribution of RFP	July 15, 2024
Closing date for submission of written questions for written responses	August 2, 2024
Town’s response to applicants’ written questions	August 7, 2024
Proposal submittal deadline	August 22, 2024 @ 4:30pm
Proposal evaluation period	August 26&27, 2024
Provider selection	By August 29, 2024
Notice of statement of findings and decision	By August 29, 2024

### 1.2 Website Reference

The Town of Freeport’s RFP website is <https://www.freeportmaine.com/357/Requests-for-Proposals>

### 1.3 RFP Organization

This RFP is organized into five sections:

***Section 1, Administrative Overview:*** Provides applicants with an overview of the procurement process.

***Section 2, Project Specifications:*** Provides applicants with a general description of the tasks to be performed, delineates provider responsibilities, and defines deliverables (as applicable).

***Section 3, Proposal Application Instructions:*** Describes the required format and content for the proposal application.



**Section 4, Proposal Evaluation:** Describes how proposals will be evaluated by the Town purchasing agent.

**Section 5, Attachments:** Provides applicants with information and forms necessary to complete the application.

## 1.4 Purchasing Agent

The Purchasing Agent is responsible for overseeing the contract(s) resulting from this RFP. The Purchasing Agent is the Town Manager:

Sophia Wilson, Town Manager  
30 Main St. Freeport, ME 04032  
207-865-4743 x107  
swilson@freeportmaine.com

## 1.5 RFP Contact Person

From the release date of this RFP until the selection of the successful provider(s), any inquiries and requests shall be directed to the sole point-of-contact identified below.

**Nathaniel Goodman**  
16 Main St. Freeport, ME 04032  
[ngoodman@freeportmaine.com](mailto:ngoodman@freeportmaine.com)

## 1.6 Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 1.5. Written questions should be received by the date and time specified in Section 1.1 Procurement Timetable. The Town will respond to written questions by way of an addendum to the RFP.

Deadline for submission of written questions:

**Date:** August 2, 2024 **Time:** 4:30pm EST

Town responses to applicant written questions will be provided by:

**Date:** August 7, 2024

## 1.7 Submission of Proposals

- A. **Proposal Application.** Applicant shall submit comprehensive narratives that address all proposal requirements specified in Section 3, Proposal Application Instructions, including a cost proposal/budget, if required.

- B. **Program Specific Requirements.** Program specific requirements are included in Sections 2 and 3, as applicable.
  - C. **Multiple or Alternate Proposals.** Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
  - D. **Compliance Requirements.** Providers shall be in compliance with all applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety.
  - E. **Confidential Information.** If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.
- Note that price is not considered confidential and will not be withheld.*
- H. **Proposal Submittal.** All proposal must be submitted and received by the Town no later than the submittal deadline indicated on the attached Proposal Information Sheet, or as amended. Proposals shall be rejected when received either by mail or hand delivered after the designated date and time.

The number of copies required is located on the Proposal Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks. Electronic and facsimile submissions will not be considered.

## **1.8 Opening of Proposals**

Upon the Town's receipt of a proposal at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the Town and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

## **1.9 Additional Materials and Documentation**

Upon request from the Town, each applicant shall submit additional materials and documentation reasonably required by the Town in its evaluation of the proposals.

## **1.10 RFP Amendments**

The Town reserves the right to amend this RFP at any time prior to the closing date for final revised proposals.

## **1.11 Cancellation of Request for Proposal**

The RFP may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interest of the Town.

## **1.12 Costs for Proposal Preparation**

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

## **1.13 Rejection of Proposals**

The Town reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and comply with the project specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

## **1.14 Notice of Award**

A decision shall be provided to each responsive and responsible applicant by mail or e-mail upon completion of the evaluation of the proposals.

Any agreement arising out of this solicitation is subject to the approval of the Purchasing Agent.

## **1.15 Availability of Funds**

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Purchasing Agent and is subject to the availability of funds.

## **Section 2**

# **Project Specifications**

## Section 2

### Project Specifications

#### 2.1 Introduction

##### A. Project Overview

The intent and purpose of this Request for Proposal (RFP) is to establish price agreements (labor and materials) for the purpose of purchasing and installing in-car video camera systems with body worn cameras. In-car video systems and BWCs work in conjunction to capturing an event from the angle of the officer's vehicle and also the officers prospective.

We are requesting proposals from qualified applicants to provide eight (8) police in-car video camera systems and seventeen (17) police officer body worn cameras and all the necessary hardware, software, storage, and any necessary equipment for the proper functionality of said equipment. This request for equipment will also be requiring installation of above listed equipment.

##### B. Project Description

In-car video cameras and body worn cameras have become a mainstay in law enforcement. Today's law enforcement officers rely heavily on capturing events they are involved in via the use of these camera systems. Furthermore, judges, juries, and citizens in general recognize how mainstream cameras and recorded footage of events have become part of their daily lives. Without having high quality video footage of police responses, juries have become much more critical of law enforcement actions.

Our intent with this project is to be able to capture and if necessary, provide footage of various events law enforcement officers find themselves involved in. The use of recordings will be for court proceedings, citizen complaints, training, and report documentation.

#### 2.2 Scope of Work

The Scope of work encompasses the following tasks and responsibilities:

- A. **Project Activities:** The vendor shall furnish and deliver the video equipment, hardware, software and all necessary equipment as specified below. It is mandatory

that the vendor be able to meet the requirements of the specifications as contained in the RPF.

Vendors must include a picture of the equipment to be supplied. This is for only the actual video equipment, does not include wiring, brackets, harnesses, etc.

The estimated delivery date must be included with the bid.

## **BID SPECIFICATIONS**

### **Eight in-car video camera systems**

**High-definition recording**

**3 camera system**

**License plate readers**

**5-year unlimited storage**

**5-year extended warranty**

**5-year software enhancements**

**All necessary hardware for typical in-car video system**

**All necessary software for typical in-car video system**

**All necessary wiring, connectors, and components**

**Installation**

### **Seventeen body worn cameras.**

**Transfer station**

**BWCs work in conjunction with in-car video system**

**High-definition recording**

**Locking molle w/BWC box**

**Detachable battery**

**Wireless uploading**

**Real time location and video streaming**

**LTE service ready**

**Data Encryption**

**Record after the fact**

**5-year unlimited storage**

**5-year software enhancements**

**All cameras will be able to record with high definition**

## **2.5 FINANCIAL**

### **A. Compensation**

This is a cost plus structure where the Town pays the applicant for budgeted agreed-upon costs that are actually incurred in delivering the project specified which may include a percentage or flat fee component.

### **B. Method of Payment**

Payments will be made in accordance with the Town's Warrant Schedule upon submission of Invoice. Initial payments can be made for retainer/deposits for purchase of supplies as negotiated.

### **C. Other Financial Related Materials**

When applicable, include Proof of Insurance to guarantee the applicant is insured. When applicable, the awarded applicant must file with the Town, certificates of insurance prior to commencement of work. The Town must be listed as additionally insured with the following minimum coverage:

- **Liability Insurance:** If selected, the applicant shall furnish, pay for, and maintain insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of work hereunder by the proposer, their agents, representatives, employees or subcontractors.
- **Comprehensive General Liability:** \$1,000,000 per occurrence for bodily injury, personal injury and property damage.
- **Workers' Compensation:** A Certificate of Insurance in the amount of no less than \$500,000 will be maintained for the life of this contract.

## **Section 3**

# **Proposal Application Instructions**



## **Section 3**

# **Proposal Application Instructions**

### **General instructions for completing applications:**

- *Proposal Applications shall be submitted to the Town using the prescribed format outlined in this section.*
- *RFP identification information on the top right-hand corner of each page should be included.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section.*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*

### **The Proposal Application is comprised of the following sections:**

- *Proposal Application Identification Form*
- *Table of Contents (if applicable)*
- *Letter of Interest*
- *Program Overview*
- *Project Delivery*
- *Financial*
- *Other (if applicable)*

### **3.1 Letter of Interest**

Applicant shall give an introduction and may contain information not shown elsewhere in the submittals

### **3.2 Program Overview**

Applicant shall give a brief overview to orient Town as to the goods/services being offered.

### **3.3 Project Delivery**

Applicant shall include a detailed discussion of the applicant's approach to applicable good/service project and management requirements from Section 2, Item 2.1, Scope of Work, including (if indicated) a work plan of all activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

### **3.4 Financial**

#### **A. Pricing Structure**

Applicant shall submit a cost proposal. The cost proposal shall be attached to the Proposal Application.

## **Section 4**

### **Proposal Evaluation**

## **Section 4**

### **Proposal Evaluation**

#### **4.1 Introduction**

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially.

#### **4.2 Evaluation Process**

The Purchasing Agent or a committee of designated reviewers selected by the Purchasing Agent shall review and evaluate proposals.

Organization: \_\_\_\_\_  
RFP No: \_\_\_\_\_