



CITY OF WESTBROOK

Police Department
570 Main Street Westbrook, Maine 04092



Janine L. Roberts
Chief of Police

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CITY OF WESTBROOK, MAINE
POLICE DEPARTMENT

Sealed bids will be received in the Office of the City Clerk, 2 York Street, Westbrook, Maine 04092 until **Monday June 3, 2019 @ 10:00 am** when they will be publicly opened and read for:

RECORDING EQUIPMENT FOR INTERVIEW ROOMS

Additional copies of the bid package may be obtained at the City Clerk's office, (207) 591-8115.

Jerre Bryant
City Administrator

PUBLIC SAFETY BID FORM

We the undersign agree to furnish **The City of Westbrook** with the equipment described in the preceding specifications, which are incorporated as part of this proposal at the following price and delivery date. This form may be copied to allow for multiple proposals.

PUBLIC SAFETY BID FORM

Installation of Recording Equipment in Interview Rooms

VENDOR: _____

ADDRESS:

CITY / TOWN: _____

STATE: _____

TELEPHONE: _____ **FAX:** _____

EMAIL:

AUTHORIZED SIGNATURE: _____

TITLE: _____

**CITY OF WESTBROOK, MAINE
INSTRUCTIONS AND GENERAL CONDITIONS TO BIDDERS**

1. SUBMISSIONS OF BIDS:

Bids shall be submitted on the BID FORM provided in this package and must be marked clearly on the outside of the envelope:

RECORDING EQUIPMENT FOR INTERVIEW ROOMS

The envelope shall be addressed to: City of Westbrook, ATTN: Ashley Rand, 2 York Street, Westbrook, Maine 04092. Marked "Recording Equipment for Interview Rooms".

Any questions concerning the bid should be addressed to: **Captain Steven Goldberg** (207) 854-0644 x2417 during the hours of 9:00 A.M. - 4:00 P.M, or by email at sgoldberg@westbrook.me.us.

The City of Westbrook reserves the right to reject any and all bids in whole or in part when deemed to be in the best interest of the City. The City may waive any minor discrepancy in the bid specification and will inspect the vehicle at the bidder's establishment prior to purchase.

2. WARRANTIES, BROCHURE, MANUALS:

All warranties and a descriptive brochure describing the equipment shall be enclosed in the bid. The bidder shall state the warranty period on the bid form. All appropriate parts and service manuals shall be delivered with the selected equipment.

3. DISCOUNTS:

The City of Westbrook pays its accounts in full within a thirty (30) day period following satisfactory completion of the contract and receipt of bills for all items covered by the City's purchase order. In submitting bids under these specifications, bidders should take into account all discounts allowed in accordance with the above payment policy.

4. EXEMPTION FROM TAXES:

The City is exempt from payment of federal excise taxes on articles not for resale, federal transportation tax on all shipments, and Maine State sales tax and use tax.

5. TRANSPORTATION CHARGES:

All transportation and delivery charges including expenses for freight, transfer, mail, etc, shall be prepaid and be at the expense of the BIDDER unless

otherwise specified in the bid. The bid price shall include all installation charges.

6. EXCEPTIONS or ADDITIONAL FEATURES:

Any exceptions to these bid requirements and specifications shall be clearly indicated by the bidder on a separate sheet of paper. In the absence of clearly noted exceptions, bidders will be obligated to comply with all the provisions contained herein. Any equivalent features and any additional features to those described in the specifications shall be so noted in the bid.

7. DELIVERY DATE and LIQUIDATED DAMAGES:

Time is of the essence. The submitted delivery date by the Bidder shall be the number of calendar days for delivery of the completed equipment after which the Bidder receives a Notice of Award and Notice to Proceed from the City. The delivery date shall include all necessary up-fit of lights and equipment to meet the Bid Specifications. Failure to meet the Delivery Date will result in Liquidated Damages of \$250 per week. It is the responsibility of the Bidder to order the vehicles in a timely manner and coordinate the schedules of all subcontractors to meet the submitted Delivery Date.

8. DAMAGE REPAIR:

The BIDDER shall be held responsible for repairing, at their sole cost and expense, any and all damages to City or private property resulting from the work to be performed.

9. SAFETY REGULATIONS:

The BIDDER will at all times, comply with the safety regulations set forth by the Occupational Safety and Health Administration.

10. DEFAULT:

In case of default by the BIDDER, the City of Westbrook reserves the right to procure the contract services from other sources and charge any excess cost occasioned by thereby to the BIDDER.

11. ADDENDUM:

Should a BIDDER find discrepancies in or omissions from the specifications or other contract documents, or should a BIDDER be in doubt as to their meaning, the BIDDER shall at once contact or notify Captain Goldberg at (207) 854-6044 x2417.

12. BID OPENING:

All bids will be opened publicly and BIDDERS or their representatives may be present at the bid opening. The bids will be available for public inspection after opening but the City will not prepare abstracts for distribution.

13. TERM OF BID:

The bid shall meet all the listed specifications. No BIDDER may withdraw a bid for a period of ninety (90) days after the actual date of opening.

14. AWARD OF CONTRACT:

Award will be made to the lowest responsible BIDDER, taking into consideration the quality of the product or services; conformance with the specifications and intended purpose; delivery time; ultimate cost to the City and with the overall recommendation from the Police Chief. Sale is subject to City Council authorization by two affirmative votes or readings at two meetings of the council.

RECORDING EQUIPMENT FOR INTERVIEW ROOMS

All items appearing in the bidder's regular published specifications are assumed to be included in the bidder's proposal. The following specifications shall be the minimum requirements and the equipment proposed shall comply with Maine and Federal laws. All specifications, dimensions and ratings must conform to or exceed S.A.E. specifications where applicable.

INTENT:

The intent of the City of Westbrook is to recording equipment for the three (3) interview rooms in the Public Safety Building. It is not the intent of these specifications to favor any one manufacturer and, therefore, should not be considered restrictive. It is intended, however, to derive acceptable performance criteria. The City of Westbrook will entertain all bids submitted by vendors that meets or is equivalent to the specifications requested (that could include a vehicle in current inventory) upon final review by the Police Chief.

INSTRUCTION TO BIDDERS:

The following specifications are sought by the Police Department and are required for any bid:

1. The installation of high definition (HD) cameras that are capable of recording in all three (3) interview rooms of the Public Safety Building.
2. All three (3) interview rooms must also have equipment installed to record sound in the room.
3. The cameras and sound equipment will not be running continuously; we must have the ability to easily start and stop recording.
4. The DVR system must be able to export video in the MP4 format.
5. Each interview room must be able to work both simultaneously with the other interview rooms, as well as independently from the others.

6. The DVR system should be able to be accessed on user workstations with different access permissions based on user.
7. The system should have an on/off mechanism that can be triggered either remotely or in the interview room.
8. There should be some mechanism in place to let a person know that the recording system is on; either inside the room or outside of it.

It is important to note that we are open to different options to utilize and access the recordings and encourage bidders to share multiple options with us.

Building is available by appointment for needed site visits. Please contact Captain Steve Goldberg at 207-854-0644 x2417 or at sgoldberg@westbrook.me.us to schedule a time or for more information on this project.