



# CITY OF TORRINGTON REQUEST FOR PROPOSAL

## RFP #DRS-023-120210 DIGITAL RECORDING, MANAGEMENT AND INDEXING SYSTEM FOR AUDIO AND VIDEO IN INTERVIEW ROOM

**Date of bid opening:** Dec. 2, 2010 **Time:** 11:00 AM **Location:** City Hall, 140 Main Street, Room 206, Torrington

Bid Bond or Certified Check required with bid: 5%

Submit an original bid and four (4) copies.

The City of Torrington reserves the right to accept or reject any or all bids or any portion thereof, to waive technicalities, and to award the contract as will best serve the public interest.

Omit State and Federal Taxes.

All prices must be F.O.B.: Destination (Torrington) unless otherwise requested.

Dated in Torrington: 10/22/10

Purchasing Agent \_\_\_\_\_  
Pennie Zucco

ITEM	PRICE
<b>FURNISH ALL LABOR, MATERIALS, INSTALLATION OF DIGITAL RECORDING, MANAGEMENT AND INDEXING SYSTEM FOR AUDIO AND VIDEO IN INTERVIEW ROOM AT TORRINGTON POLICE DEPARTMENT PER SPECIFICATIONS</b>	<b>PRICE</b> _____

The Purchasing Agent is authorized to offer City based bidders that exceed the lowest bid by up to 6%, the opportunity to match the lowest bid. A City based bidder within the 6% differential who agrees to accept the amount of the lowest bid will be awarded the bid. When multiple City based bidders agree to accept the amount of the low bid then the City based bidders will be invited to submit a new bid, not to exceed the low bid. The bid will then be awarded to the lowest responsible bidder.

Bid Submitted By: \_\_\_\_\_

Name of Company \_\_\_\_\_  
Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Delivery Date \_\_\_\_\_

E-mail address \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Date \_\_\_\_\_

Web Page \_\_\_\_\_

## **INSTRUCTIONS TO PROPOSERS**

Sealed proposals will be received by the Purchasing Agent, City Hall, 140 Main Street, Room 206, Torrington, CT 06790 until the time and date specified on the cover sheet and opened thereafter in the Purchasing Department. Proposals received later than the time specified will not be accepted. Amendments to or withdrawal of any section of the submitted bid received later than the time & date set for the bid opening will not be considered. Bid proposals must remain in effect for a minimum of 90 days unless otherwise noted elsewhere in the bid specifications.

**BID DOCUMENTS:** are available over the Internet on the City's web page, under "open bids", [www.torringtonct.org](http://www.torringtonct.org). Businesses without Internet Access may contact the Purchasing Department at 860-489-2224 for the bid documents. Any alleged oral agreement made by a bidder or contractor with any agency or employee of the City of Torrington will be disregarded.

**FREIGHT:** Prices quoted shall be net delivery **F.O.B. Torrington, CT**. All bid prices must include prepaid delivery, assembly, and/or installation (ready for operation and/or use) of all equipment and/or materials to the individual locations(s) as designated by the Purchasing Agent. All bid prices are to be submitted on the sheets provided on this bid. Quantities and pricing are to be listed in accordance with these sheets.

**QUESTIONS:** Request for interpretation of any portion of the bid may be made by telephone to the Purchasing Agent at (860) 489-2225. All replies will be given verbally and a copy of any such inquiry and advice (if deemed vital to the bid by the Purchasing Agent) will be made available to each prospective bidder. Bidders should check the web site for addendums/updates 48 hours prior to the bid opening.

In the event of receipt of identical bids as to offerings, delivery, service, content, price, etc., the bid will be awarded in accordance with the information contained in the bid document, based on first received as to date and time of receipt of the bid.

**NON-COLLUSION STATEMENTS:** In order for bids to be considered, a non-collusive statement must be submitted with the bid. A sample non-collusive bid statement is attached. Bidders may elect to submit their own notarized non-collusion statement.

**CONDITIONAL, QUALIFIED OR NON-RESPONSIVE BIDS/PROPOSALS:** All bids/proposals shall be submitted in the form and manner as indicated by the bid documents and bid forms. Any proposal which is not submitted in the form and manner indicated by the bid documents or which contains information, statements, conditions, or qualifications which place conditions or qualifications on the proposal submittal for purposes of making an award, or which alter any proposal terms, conditions, specifications, or forms, which has not been previously approved by written addendum from the Purchasing Agent, or which does not meet legal requirements, shall be declared as a qualified, conditional, or non-responsive proposal and shall be rejected without further consideration. Any proposal response that does not fully respond to and comply with all detailed specifications or requests for information including execution of proposal forms, may be declared "non-responsive" and recommended for rejection. The City of Torrington shall not be responsible for any errors or omissions of the Offeror.

**TAXES:** Omit all State and Federal taxes from the bid. The City of Torrington is exempt from the payment of taxes imposed by Federal government and/or the State of Connecticut.

**OWNERSHIP OF DOCUMENTS:** All documents, including drawings, plans, specifications, videotapes, or other documents or maps prepared by a contractor pursuant to any agreement arising from this bid shall become the property of the City of Torrington upon completion of the project or any termination of the project prior to the completion of the project.

**LEGALITY:** All bid offers for commodities, work, materials, or equipment hereunder shall comply in every respect with the laws, specifications and requirements of the State of Connecticut and the Federal government. Contractor will comply with the provisions of the Connecticut Fair Employment Practices Law.

**LANGUAGE DISPUTES:** Any disputes over the interpretation and/or meaning of any individual terms, conditions, and/or language within this Request for Bid/Proposal document shall be resolved by and at the sole discretion of the City Purchasing Agent in a manner that is in the best interest of, and best advantage to, the City of Torrington, provided any such interpretation shall be reasonable. In the event that an individual term, condition, and/or language/wording is determined at any time, including after award, by the City Purchasing Agent to be "not applicable at all" to his contract, then the term, condition, and/or language/wording may be disregarded, even though an addendum is not issued. However, if the Purchasing Agent determines that the term, condition, and/or language/wording "is applicable in part", then the term, condition, and/or language/wording will apply to the degree applicable, even though an addendum is not issued.

**RESPONSIBILITY:** The Contractor shall save the City of Torrington, its agents or employees, harmless from liability of any kind for all claims of labor payments and materials furnished for this work, and for use of any copyrighted or uncopyrighted composition, secret process patented or unpatented invention, article or application furnished or used in the performance of the contract of which the Contractor is not the patentee, assignee, or licensee. The successful bidder agrees to indemnify and hold harmless the City of Torrington, its agents and employees from any and all liability arising out of the successful bidders' operations, functions and/or supplied items.

The successful bidder, vendor, and/or contractor must protect all property of the City of Torrington (i.e. all floors, furniture, grass, land, etc.) from injury or other damage. Any damage so caused must be repaired by contractor/vendor at his/her own expense. At the completion of work, the vendor and/or contractor must remove from the premises all surplus materials and all debris created by same. The premises must be left in a broom-clean and finished condition acceptable to the owner or its agents. Successful bidder will furnish adequate protection from damage for all work and to repair damage of any kind; for which he or his workers are responsible, to the premises or equipment to his own work or to the work of other contractors.

**DEFAULT:** It shall be understood that a bidder supplying equipment and/or supplies will be considered to be in default if/when they have not delivered the item(s) within the time constraints listed in this document or subsequent purchase orders and/or contract. Bidders providing a service and/or construction will be considered to be in default if/when they have failed to meet the completion date set forth in this document or its subsequent contract and/or purchase orders and/or they have ceased work on the project for a period of fifteen (15) working days, cumulative or consecutive.

**SUSPENSION AND DEBARMENT:** The Purchasing Agent may suspend or debar the right of a vendor to be included on the vendor list and has the authority to reject any bid or response from any suspended or debarred vendors.

**Suspension:** A vendor may be suspended based on the following:

- 1) A vendor defaults or fails to fully comply with the conditions, specifications, or terms of a Bid, Quotation, Proposal or Contract with the City of Torrington.
- 2) A vendor commits any fraud or misrepresentation in connection with a Bid, Quotation, Proposal, or Contract with the City of Torrington.
- 3) A vendor is charged by a court with the commission of a criminal offense as incident to obtaining or attempting to obtain a public or private contract or sub-contract, or in the performance of such contract or sub-contract
- 4) A vendor is charged by a court with the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a City contractor. If charges are dismissed or the vendor is found not guilty, the suspension shall be lifted automatically upon written notification and proof of final court disposition provided by the vendor to the City of Torrington.
- 5) A vendor becomes insolvent, has proceedings in bankruptcy instituted against it or, compounds its debts or assigns over its estate or effects for payment thereof, or has a receiver or trustee appointed over its property.
- 6) A vendor's commission of any act or omission to perform act is grounds for debarment.
- 7) A vendor violates the ethical standards set forth in local, state, or federal law.
- 8) Any other cause the Purchasing Agent determines to be so serious and compelling as to materially and adversely affect responsibility of a vendor as a City contractor, including but not limited to suspension by another government entity.

**Debarment:** A vendor may be permanently debarred for the following:

- 1) Default or failure to fully comply with the conditions, specifications, drawings, or terms of a bid, proposal, or contract with the City of Torrington twice in any three-year period.
- 2) Conviction of or judgment obtained in a court for commission of those offenses in connection with the vendor's commercial enterprise stated sections 3) or 4) of suspension section listed above. If the conviction is reversed through the appellate process, the debarment shall be removed upon written notification and proof of final Court disposition from the vendor to the City of Torrington.

**TRADE NAME REFERENCES:** Any and all references to trade names, types, styles, model numbers, stock numbers or catalogs are intended to be descriptive only and not restrictive. The intention is to indicate to bidders the type and quality of the articles and or materials that will be satisfactory. When reviewing the information, it is the responsibility of the prospective bidder to inform the City of Torrington of any discrepancy that is found (i.e. number listed does not fit item description) Bids received on other makes or models with reference to other catalogs will be considered. The bidder is to clearly state in his bid exactly what he intends to furnish and to furnish with his bid a cut or illustration or other descriptive matter that will clearly indicate and give specification as to the product he/she proposes to furnish. Where a bid is offered on an item other than the trade standard used in the specification the item should be identified on the bid form by entering the MAKE, TRADE NAME AND MODEL NUMBER. It is understood that any substitute and/or alternate that might be offered is guaranteed by the bidder to be of equal or better quality than is referenced in the bid. The item(s) must be equivalent as to function, basic design, type and quality of material, method of construction and any required dimensions. It shall be further understood that during original as well as subsequent shipments spot checks will be performed to insure that the items received are in fact the items offered in the bid. When received, should items/materials prove to be different from what was bid in any way, the bidder agrees to the return of the items and agrees to supply correct items (per bid specifications) at the bidders expense. In the event this return action is required, it is understood the bidder may be subject to removal from the city's approved bidder's list. Bidders are cautioned that surplus, seconds, factory rejects, floor samples, close outs or distressed items are not acceptable and shipments of substitutions, defective or shop-worn equipment will be returned for a full refund at the vendor's expense.

**QUANTITY:** The quantities and/or materials listed in the specifications/bid sheets may be increased or decreased by the City of Torrington or its designated representative based on actual need at the time the purchase orders are placed.

**QUALITY:** The City of Torrington reserves the right to reject any proposal in whole or in part offering equipment and/or materials and/or services that in its or its agent's opinion does not meet the quality standards desired. Such decision is final and not subject to further recourse by the bidder.

**SAMPLES:** forwarded by the bidder will be returned to the bidder at his request and expense. Requests for return of samples must be submitted in writing at the time the sample is given to the City of Torrington or its representative. Samples not returned to the bidder will be disposed of at the discretion of the City of Torrington or its designated representative. Large pieces of equipment submitted for evaluation and inspection are to be picked up by the bidder within 30 days of the bid opening date. Items not picked up within 30 days will be disposed of by the City of Torrington or it's designated agent.

**AWARD:** It is the intent to award this bid in its entirety to one bidder, however, the City reserves the right to award the bid line item by line item if it is deemed in its best interest to do so. In addition, bidders are advised that should budgetary constraints dictate, part, and/or all the items in this bid may be rejected. This decision shall be considered final and not subject to recourse by the bidder.

In determining the lowest or highest responsible bidder, the City reserves the right to consider, in addition to price, the compatibility, quality, cost of maintenance and availability of parts, experience and/or past performance of the bidder, sufficiency of the financial resources of the bidder as relates to the offerings as well as the ability of the bidder to provide future maintenance and service.

Documents previously submitted to the city of Torrington will not be considered as satisfying submission requirements for this bid.

No bidder can claim any contract rights by virtue of bidding alone. Awarding of the contract means actual written notice by letter and a properly executed purchase order to the bidder or bidders to whom the bid has been awarded.

**OPTION TO RENEW:** This contract may be extended for four (4) one (1) year periods, provided all terms and conditions remain in full force and effect except for the contract period being extended. This option, if exercised, is to be executed in the form of a letter of agreement, to be issued no later than 30 days prior to the expiration of the then current contract period. This option to renew requires the mutual agreement of both parties. Refusal by either party to exercise this option will cause this contract to expire on the original or mutually agreed

upon date. The total period of this contract, including all extensions as a result of exercising this option, will not exceed a maximum combined period of five (5) years.

**BONDS:**

**Performance Bond:** The Contractor, when awarded the Bid, must submit within 10 days of the bid award, and before beginning the work or signing a contract, a Performance Bond amounting to one hundred percent (100%) of the total amount of the bid. Said performance bond must be in favor of the City of Torrington and executed by a surety company authorized to do business in the State of Connecticut. The City of Torrington reserves the right to retain the Bid Bond or Certified Check on bids below \$25,000.00 as a Performance Bond. On bids of \$25,000.00 or more the Performance Bond may be furnished in the following manner: Performance Bond, Surety Bond, Certified Check, Bank Check, Savings Account in both the City & Vendor's name or Letter of Credit

**Maintenance Bond:** The contractor, upon signing a contract and before beginning the work, must submit to the Purchasing Agent a Maintenance Bond to guarantee that defects in either labor or material which become evident within one year after completion and acceptance of work will be fixed at no cost to the City of Torrington. The maintenance bond may be included as a portion of the Performance bond or as a separate bond. If it is issued as a separate bond said maintenance bond must be in favor of the City of Torrington and issued by a surety company licensed and authorized to do business in the State of Connecticut. **Labor and Material Bonds:** Per Section 49-41 of the Conn. General Statutes, on Public Works project where the estimate is in excess of \$25,000.00, a labor (payment) and material bond must be furnished to the City. Said bonds must be filed with the Purchasing Agent prior to the commencement of work.

**Consent for Release of Final Payment:** AIA Document G707 & G706, or equivalent, must be signed and returned by the Surety Company before final payment will be released to the contractor.

**INSURANCE:**

**Certificate of Insurance:** All insurers must have an AM Best rating of A-V11 or better and admitted to do business in the State of Connecticut. All insurance policies must include a Waiver of Subrogation whereby the insured waives its right to subrogate against the City, its subsidiaries, employees, volunteers, directors and officers. Proof of proper insurance coverage, Workers Compensation Insurance, Liability and Property damage, and Vehicle Insurance shall be filed with the City of Torrington Purchasing Agent within 10 days after the award of the bid. The Certificate of Insurance must name the City of Torrington, 140 Main St., Torrington, CT, its subsidiaries, employees, volunteers, directors & officers as the additional insured and filed with the Purchasing Agent prior to commencement of work. Renewal Certificates of Insurance must be mailed to the Purchasing Agent 10 days prior to the expiration of the required coverage.

**Workman's Compensation Insurance:** The Contractor shall take out and maintain during the life of the contract adequate Workman's compensation Insurance for all the employees employed on said work. In case any class of employees or subcontractors is engaged in hazardous work under the contract at the site of the work is not protected under the Workman's Compensation statute, the contractor shall provide Workman's Compensation Insurance for the protection of employees not otherwise protected.

**Liability Insurance:** The Contractor shall take out and maintain for the life of the contract, adequate public liability insurance insuring against liability to persons not employed by him in an amount of not less than \$1,000,000.00 for injuries, wrongful death to any one person and subject to the limit for each person in an amount of not less than \$2,000,000.00 on account of one accident and property damage insurance in an amount of not less than \$1,000,000.00.

**Vehicle Insurance:** The Contractor shall take out and maintain for the life of the contract, adequate automotive/truck or other vehicle insurance with minimum coverage of \$1,000,000.00 each for both liability and under insured and uninsured motorist as well as any other coverage required by the State of Connecticut or requested by an official of the City of Torrington as relates to the contract.

**Additional Security:** The City of Torrington reserves the right to require successful bidders to enter into and such security arrangements as are deemed necessary to protect the City of Torrington, its property and goods.

**PERMITS:** The successful bidder agrees to obtain all work/building permits as might be required. The cost of obtaining such permits is the responsibility of the bidder. The City of Torrington reserves the right to waive local permit fees. In addition, it shall be understood that where property lines are to be considered, bidders are to verify said lines and measurements with proper City Officials prior to commencement of work.

It is to be understood that any/all specifications and/or plans or drawings contained in or developed as a result of the bid process are and shall be presented subject to the approval of the City of Torrington planning, zoning and building officials and that awards made prior to said approval are subject to cancellation.

**PREVAILING WAGE:** When the State of Connecticut Prevailing Wage Rate is applicable to the bid, the successful bidder must submit a Certified Payroll Record prior to any request and/or invoice for payment.

**SAFETY:**

**Machine and/or Equipment Hazard Assessment and Safety Training:** Upon delivery of machines and/or equipment, suppliers are required to provide to the end-user employees, at no additional charge, a training session to emphasize hazard awareness and assessment and the safe use of such machinery/equipment.

**Occupational Safety and Health Act of 1970:** Seller shall warrant that the machinery, equipment or other materials covered hereby shall upon delivery to the City of Torrington, be in compliance with the standards required by said Act and any updates as pertain to or reference said Act as well as the standards required by comparable State and local laws, if any, for such machinery, equipment or other materials in effect at the time of delivery.

**Machines and/or Equipment Lockout/Tagout:** In an effort to comply with the OSHA final rule on the control of hazardous energy sources, vendors must warrant that any and all machines and/or equipment as is covered under this bid will be supplied and/or installed equipped with lockout/tagout devices as prescribed by OSHA.

**Toxic Substance Control Act (PL94-469):** Seller warrants that each and every chemical substance constituting or contained in the products sold or otherwise transferred to the City of Torrington under this bid and subsequent purchase orders is not on the list of prohibited

chemical substances compiled and published by the Administrator of the Environmental Protection Agency pursuant to Act PL94-469 and are otherwise in compliance with said Act.

**Hazardous Materials:** Any materials required by this bid and subsequent purchase orders that are hazardous under federal, state, or local statute, ordinance, regulation, or agency order will be packaged, labeled, marked and shipped by the seller to comply with all federal, state and local regulations then in effect including but limited to the provisions of the Hazardous Materials Transportation Act and Regulations promulgated thereunder and will further comply with any special requirements and any policies and procedures of the City of Torrington relating to the purchase of hazardous materials as might be noted on subsequent purchase orders or otherwise communicated to seller in writing.

**Material Safety Data Sheets:** Shall be provided by the Seller upon delivery to the City of Torrington of any goods having constituents listed in the following references - OSHA 1910, ACHIG Current Threshold Values, DOT HazMat Table 49, IARC Carcinogen List, National Toxicology Program Carcinogen List, and/or Radioactive Materials. These Material Safety Data Sheets must be consistent with and include information required by the OSHA Hazard Communication Standard published as 29 CFR 1910.1200, as the same may be amended or supplemented from time to time.

**Asbestos:** Bidders are advised that asbestos-containing material may be located in the boiler rooms, pipe tunnels, storage areas and various portions of City buildings. Before proceeding on any contractual work on City buildings or their interiors, it is mandatory that bidders familiarize themselves with the asbestos-containing material and that said material be considered as a health hazard and all precautionary measures according to the Ahera Rules & Regulations be observed. It is the bidder's responsibility to notify all employees and/or subcontractors of this notification.

**SUBCONTRACTORS:** The successful bidder shall not employ any subcontractor to fulfill any of the duties herein specified without express, prior written approval of the City of Torrington or its designated agent.

**EEO:** The successful bidder shall provide any/all additionally required, affirmative action statements, fair employment plans and non-discrimination programs and statement as might be required by the City of Torrington. In connection with the execution of this bid, subsequent purchase orders and/or contracts, the seller shall not discriminate against any employee or applicant for employment because of age, race, religion, color, sex or national origin. Bidders must comply with all rules & regulations of the Department of Labor with regard to Equal Employment Opportunities as pertains to municipalities.

**TERMINATION OF CONTRACT:** Any contract entered into by the City and the successful bidder shall provide that the City may terminate the contract upon thirty (30) days notice to the bidder.

**The City of Torrington reserves the right to award or reject any or all bids, or any portion thereof, to waive technicalities, and to award the bid and/or contracts to one or more bidders submitting essentially identical proposals and, that in the city's judgment, will best serve the public interest.**

The terms and conditions of these "Instructions To Bidders" are made a part this bid.

**SAMPLE FORM**

**Bid #** \_\_\_\_\_

**NON-COLLUSION AFFIDAVIT**

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

I, \_\_\_\_\_, being first duly sworn, deposes and says that:

1. I am \_\_\_\_\_  
of \_\_\_\_\_, the bidder that has submitted the  
attached request for proposal  
for \_\_\_\_\_;

2. I am fully informed respecting the preparation and contents of the attached RFP and of all pertinent circumstances  
respecting such bid;

3. Such Bid is genuine and is not a collusive or sham Bid;

4. Neither the Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of  
interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other  
Bidder, firm or person to submit a collusive or sham Bid in connection with the work for which the attached Bid has been  
submitted nor has it in any manner, directly or indirectly, sought by agreement or collusion or communication or conference  
with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any  
overhead, profit or cost element of the Bid price or the price of any Bidder, or to secure through any collusion, conspiracy,  
connivance or unlawful agreement any advantage against the City of Torrington or any person interested in the proposed  
Bid; and

5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy,  
connivance or unlawful agreement on the part of the Bidder or any of it agents, representatives, owners, employees, or  
parties in interest, including this affiant.

Signed \_\_\_\_\_

Title \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Notary Public

My commission expires \_\_\_\_\_

**NOTE:** Documents must be signed before, and sealed by, a Notary Public. Only documents bearing a notary seal will be accepted.

**SAMPLE FORM**

**BID #** \_\_\_\_\_

**CONSENT OF SURETY COMPANY  
TO RELEASE FINAL PAYMENT**

- City
- Architect
- Contractor
- Surety
- Other

PROJECT/BID NUMBER:

TO: City of Torrington  
 Attn: Purchasing Agent  
 140 Main Street  
 Torrington, CT 06790

CONTRACTOR: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

In accordance with the provisions of the Contract between the City of Torrington and the Contractor as indicated above, the (insert name & address of Surety Co. )

\_\_\_\_\_, SURETY COMPANY on bond  
 of (insert name & address of  
 Contractor) \_\_\_\_\_

\_\_\_\_\_, CONTRACTOR, hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the Surety Company of any of its obligations to the CITY OF TORRINGTON as set forth in the Surety Company's bond.

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

\_\_\_\_\_

Notary Public

My commission expires \_\_\_\_\_

\_\_\_\_\_  
 Surety Company

\_\_\_\_\_  
 Authorized Representative's Signature

\_\_\_\_\_  
 Title

**NOTE:** Documents must be signed before, and sealed by, a Notary Public. Only documents bearing a notary seal will be accepted.

**TORRINGTON POLICE DEPARTMENT**

**REQUEST FOR PROPOSAL**

**FOR A**

**DIGITAL RECORDING, MANAGEMENT  
AND INDEXING SYSTEM FOR AUDIO  
AND VIDEO IN INTERVIEW ROOM**

**RFP #DRS-023-120210**

**GENERAL ADMINISTRATIVE REQUIREMENTS**



## 1. Statement of Purpose

It is the intention of the Torrington Police Department of the City of Torrington ("City") to solicit the market for a Digital Recording, Management and Indexing System for Audio and Video in Interview Room (DIGITAL RECORDER AND INDEXING SYSTEM) for the Torrington Police Department. The City is seeking a Vendor that can fulfill the requirements from a technical and customer service perspective. The City is looking for a competitive proposal that incorporates total cost of ownership principles such as, quality, DIGITAL RECORDER AND INDEXING SYSTEM life cycle, ongoing maintenance and process improvement with timely delivery to the City.

The word "**must**" is used in this document to define the City requirements that are **critical and non-compliance will result in disqualification of a bid**. Vendors will be expected to **provide** all items with **must** in the description. Partial bids, i.e. those which do not offer all requested elements, will not be considered.

The Vendor's attention is particularly directed to the requirements in the Technical Specifications. Vendors must state compliance in the format specified via a "**Fully Compliant,**" "**Partially Compliant,**" or "**Not Compliant.**" Vendors shall explain in detail any item that is described as Partially Compliant. Failure to submit these statements or to provide to the City documentary evidence of claimed compliance, if requested to do so, may disqualify the proposal. If the system will meet the requirement in the future, indicate revision or version number and date available.

## 2. Vendor Qualifications

Vendors shall be considered only from contractors who are regularly established in the business called for, and who, in the judgment of the City, are financially responsible and able to show evidence of their reliability, ability, experience, facilities and personnel directly employed or supervised by them, to render prompt and satisfactory service in the volume and manner called for under this Request For Proposal.

The City may make such investigations as deemed necessary to determine the ability of the Vendor to perform the work, and the Vendor shall furnish to the City all such information and data for this purpose as the City may request. The City reserves the right to reject any offer if the evidence submitted by, or investigation of, such contractor fails to satisfy the City that such Vendor is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional offers will not be accepted.

## 3. Customer's Procurement Policy

It is the City's policy to reduce current and future business costs wherever possible. Due to the City's internal policies and other operational considerations, the most economically attractive proposal may not be the most suitable for the City's needs. The City will make decisions based on merit and the City's overall business needs, which includes the appropriate balance of cost, timeliness, quality, technical suitability, viability, economic diversity, legal requirements and other business considerations.

The City reserves the right to reject any or all proposals or portions thereof. The City makes no guarantee of any minimum or maximum amount of Product or Service to be procured. It is the City's policy to evaluate all proposals fairly without prejudice to any one Vendor. The City reserves the right to make no award under this RFP, and the right to cancel this RFP. The City reserves the right to procure any part of the products and services of this RFP from City's internal sources.

The City shall incur no obligation or liability whatsoever by reason of issuance of this RFP or action by anyone relative thereto. Vendor, by submitting their bid, agrees that any costs incurred by the vendor in responding to this bid, or in support of activities associated with this bid, are to be borne by vendor and may not be billed to the City of Torrington.

## 4. Vendor's Responsibility

Vendor **shall** analyze and respond to all sections of this RFP, unless otherwise noted, by providing sufficient information to allow the City to evaluate Vendor's proposal. Paragraph numbers in the proposal **must** relate to the paragraph numbers in the RFP. Vendor is required to clearly explain any assumptions or conditions it imposes on or includes in its proposal. The Vendor is obligated to furnish all information as requested and

complete all forms according to each section's instructions. Any deviations or exceptions to The City of Torrington's requirements should be noted and explained. Additional information may be attached to the proposal, however, **failure to provide complete information in the format specified may result in the Vendor being eliminated from the selection process at the City's discretion.**

**By submitting its proposal, Vendor agrees that any costs incurred by the Vendor in responding to this RFP, or in support of activities associated with this RFP, are to be borne by Vendor and may not be billed to the City.**

*Lack of a response to a specific point will be interpreted by customer that Vendor's Proposal does not comply with Customer's requirements.*

## **5. General Instructions**

Proposals must be made in the official name of the firm or individual under which business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal.

For those requirements listed in the Request for Proposal that include the words **shall** or **must**, the Vendor will describe, in detail, how the requirement is achieved by the DIGITAL RECORDER AND INDEXING SYSTEM and must provide diagrams, certifications as well as other forms of proof, as may be relevant, that the Vendor can meet the requirements.

Vendor shall define the capability of their organization to purchase, supply, and maintain the DIGITAL RECORDER AND INDEXING SYSTEM requested. The response should be specific and complete in every detail, and prepared in a simple and straightforward manner.

The Vendor shall bear all cost associated with the preparation and oral presentation of their proposal and any requested demonstrations.

Sales taxes **are not** to be included in unit pricing. The City of Torrington is tax exempt and shall provide tax exemption certificate/number to awarded vendor.

Vendor must provide all information requested. If the item requires that additional documentation be provided, the response shall reference the specific location within the documentation that contains the required information. Also, the full version of the referenced document shall be included in the response.

All unit pricing, as well as any bulk pricing shall be included in the pricing section. It is the responsibility of the responding Bidders to include all pricing as part of their response to this RFP request. If any pricing is omitted, it will be assumed that the cost is covered in the systems and pricing proposed.

Vendors may be requested to make an oral presentation of their proposal to the City after the proposal opening. Such presentations provide an opportunity for the Vendor to clarify their proposal and ensure a thorough mutual understanding. The City will schedule the time and location for the presentations. Technical questions only will be addressed at this time.

Since this procurement action may result in negotiations, confidentiality is of paramount importance. After submission of responses to this solicitation, all Vendors shall limit their contact to the City. Failure to adhere may result in disqualification. The Purchasing Agent may waive this provision on a case-by-case basis, and such waiver shall be in writing.

The City will examine the qualifications and abilities of all responders to meet the following criteria:

- a. Quality and thoroughness of the proposal submitted.
- b. Vendor's capabilities to perform the contract.
- c. Ability to meet or exceed the Required Features.
- d. Ability to provide the Desired Features.
- e. Support capabilities for on-going maintenance.
- f. Future enhancements and growth of Digital Recording and Indexing System.
- g. Training requirements

- h. Digital Recording and Indexing System operation and ease of use.
- i. Prices quoted for the Digital Recording and Indexing System and options.

\*Vendor must have been engaged in providing similar equipment and services in the past.

\*Vendor must provide a complete listing of any and all governmental installations that they have installed and maintain on a regular basis with complete end user contact information.

## **6. Vendor Questions**

Administrative and technical questions and inquiries concerning the Request for Proposal shall be addressed by email to:

Pennie Zucco, Purchasing Agent  
City of Torrington  
140 Main Street, Room 206  
Torrington, CT 06790  
(860)-489-2225  
[www.pennie\\_zucco@torringtonct.org](mailto:www.pennie_zucco@torringtonct.org)

Replies will be issued by Addenda and posted to the City's website 48 hours before the opening. Questions received less than five (5) calendar days prior to the date of submission of proposals will not be answered. Only questions answered by formal written Addenda will be binding. Oral or other interpretations or clarifications will be without legal effect.

## **7. Submission Deadline**

Proposals are to be submitted no later than **December 2, 2010 at 11:00 AM**. Proposals received after the date and time specified will not be accepted.

One (1) original clearly identified and four (4) copies of your proposal are required to include supporting documentation. Proposals must be submitted in a sealed envelope, the outside of which must be marked as follows: **RFP #DRS-023-120210, DIGITAL RECORDING, MANAGEMENT AND INDEXING SYSTEM FOR AUDIO AND VIDEO IN INTERVIEW ROOM.**

Submissions and copies must be submitted by mail or delivery to:

Pennie Zucco, Purchasing Agent  
City of Torrington  
140 Main Street, Room 206  
Torrington, CT 06790

## **8. Proposal Format**

In order to more efficiently gain information from each RFP response, please construct the response in the following format:

Cover Letter, designating single point of contact

Table of Contents

Executive Summary

Overview of Proposed DIGITAL RECORDER AND INDEXING SYSTEM

### **Tabbed Sections:**

This section of the final Proposal Document must be divided into tabbed sections, each tabbed section comprising the following:

### *Technical Response*

This section is to include the response to each paragraph within the Vendor's Requirements and Technical Specifications section of this RFP.

### *Price Proposal*

This section is to include an itemized list of equipment and associated costs for the proposed solution. In addition, costs for installation, training, first year maintenance, extended maintenance and shipping and handling should be itemized. The proposal must provide a guarantee that no additional fees will be charged to the City of Torrington Police Department without prior written consent by the City.

### *Service*

This section is to include a description of the Vendor's project management, service, and support capabilities. This should include, but is not limited to, a description of project management team roles and responsibilities, escalation procedures, remote diagnostic capabilities, implementation schedules, etc. The Vendor must provide local service by manufacturer's trained and certified technicians. Vendor must provide MTBF and information on DIGITAL RECORDER AND INDEXING SYSTEM hardware.

### *Warranty*

This section is to include a description of all equipment and labor warranties offered. In addition, any software licensing and procurement policies should be outlined.

### *Training*

This section is to include all training options offered by the Vendor. In addition, course descriptions should be included.

### *Literature*

This section is to include sample screens, reports, and graphs. In addition, all product brochures and a copy of the operator's manual should be included.

## **9. Submission Requirements**

The Vendor must also submit the following information as evidence of compliance with the specifications. The offer may be rejected or otherwise disregarded if the information is incomplete or if the proposed DIGITAL RECORDER AND INDEXING SYSTEM deviates from the specifications.

- a) Detailed description of any special equipment.
- b) A list of three current installations of equivalent equipment proposed in response to RFP installed by the Vendor giving agency or firm name, city, and state. The name and telephone number of a knowledgeable contact person employed by the agency or firm must be supplied for purposes of references.
- c) A technical diagram of the proposed IT infrastructure and replay path
- d) Any applicable rack diagrams

All DIGITAL RECORDER AND INDEXING SYSTEM manuals and documentation must be provided upon final DIGITAL RECORDER AND INDEXING SYSTEM acceptance.

### **Proposals must be valid for a period of days 90 days from date of submission.**

A statement of any past, existing, or anticipated actions for regulatory compliance violations, and except for those that may be listed, Vendor must warrant and represent that there are no past, present, or anticipated civil or criminal administrative or judicial actions against them for any of the Products contained in the proposed DIGITAL RECORDER AND INDEXING SYSTEM.

This solicitation does not commit the City of Torrington to award a contract, to pay any cost incurred in the preparation of a proposal, or to procure or contract for the articles of goods or services. City reserves the right

to accept or reject any or all proposals received as a result of this solicitation, to negotiate with all qualified Vendor, or to cancel in part or in its entirety this solicitation if it is in the best interest of the City to do so.

## **10. Proposal Evaluation**

Proposals shall remain valid until the execution of a contract by the City of Torrington. Proposals shall be examined and evaluated to determine whether each proposal meets the requirements of this Request for Proposals. A contract will be awarded to a Vendor based on the following criteria:

- a. The Vendor's demonstrated capabilities and professional qualifications;
- b. The wherewithal of the Vendor to render the requested services to the City;
- c. The total proposed cost.
- d. The completeness of the proposal.

The selection of a proposal will not be based solely on a monetary evaluation. Considerable weight will be given to the vendor's experience in the areas required, demonstrated expertise and capabilities.

## **11. Indemnification**

The selected vendor will be required to defend, indemnify, and save harmless the City of Torrington, its employees and agents, from and against all claims, damages, losses and expenses (including without limitations, reasonable attorney's fees) arising out of, or in consequence of any negligent or intentional act or omission of the selected vendor its employees or agents, to the extent or its or their responsibility for such claims, damages, losses, and expenses.

# **DIGITAL RECORDER AND INDEXING SYSTEM**

## **Technical Specifications**

### **for the Torrington Police Department**

## **I Introduction**

This specification is for an advanced DIGITAL RECORDER AND INDEXING SYSTEM for the Torrington Police Department designed to provide audio and video recordings of audio and video communications. The equipment furnished under this specification must be designed for continuous duty operation (e.g., 24 hours per day, 365 days per year).

The DIGITAL RECORDER AND INDEXING SYSTEM will provide unlimited capacity for recording channels for recording audio and video data and will provide a minimum of 90 days online days of online hard drive storage for fast retrieval. All elements of the DIGITAL RECORDER AND INDEXING SYSTEM will be non-proprietary and based on open standard.

Please provide a detailed diagram (in Visio 5 or greater) containing the following components:

- Pertinent System Components
- Supplier Components
  - Audio/Video Recording System Components
  - Data Recording System Components (if different from audio)
  - Additional servers, switches/hubs, cabling, break-out boxes, routers, audio/video mixing units, client PC's. (If dedicated client Workstations are required, please provide detailed specifications (h/w and s/w).

The DIGITAL RECORDER AND INDEXING SYSTEM graphical user interface for recording, search, replay and dubbing must be user friendly and simple to operate. It must include the ability to simultaneously search and replay recorded information, without any extraneous process by the operator.

The DIGITAL RECORDER AND INDEXING SYSTEM shall provide a vault browser application on each PC desktop. The vault browser solution must be a client software application solution integrated with the DIGITAL RECORDER AND INDEXING SYSTEM.

The proposed DIGITAL RECORDER AND INDEXING SYSTEM must include all necessary mounting equipment to secure the proposed recording equipment. This includes new racking cabinets with casters, locking transparent front and back doors, power outlets, and fan as necessary. Space required to house the DIGITAL RECORDER AND INDEXING SYSTEM will be considered, as part of these requirements.

## **2 Digital Recorder and Indexing System Layout**

- 2.1 The DIGITAL RECORDER AND INDEXING SYSTEM must have the ability to be used as a single recorder or networked/stacked together to form a DIGITAL RECORDER AND INDEXING SYSTEM capable of recording an unlimited amount of simultaneous audio/video channels only constrained by network bandwidth.
- 2.2 The recorder must be able to NATIVELY support peripheral encoder devices that are DirectX 9 (and above) compatible. Examples of such devices are digital 1394 (Firewire), analog and USB/NAS devices. Systems that require separate – non integrated encoders will not be considered.
- 2.3 To ensure accountability for future support availability, the encoding card(s) for the DIGITAL RECORDER AND INDEXING SYSTEM shall be designed for Microsoft encoding compatibility.
- 2.4 To ease troubleshooting and minimize support and space requirements, the audio/video recording architecture shall be non-distributed, combining audio and video encoding cards, internal hard drive or

directly connected via internal or external RAID sub system, Microsoft operating system and storage within or connected via EIDE, USB or 1394 to the recorder chassis.

- 2.5 The recorder shall use Windows XP Professional Operating System or Windows 7
- 2.6 The DIGITAL RECORDER AND INDEXING SYSTEM must provide a remote playback search & replay application that can be loaded and configured from any TCP/IP network PC client workstation.
- 2.7 In addition to the search and replay based application the system must also provide a multi port, system wide search and replay function which can be loaded on a client workstation (via a secure client based search and replay application).
- 2.8 The DIGITAL RECORDER AND INDEXING SYSTEM must be capable of encoding externally provided video or audio files within the software and hardware infrastructure.
- 2.9 The search and replay application must be capable of searching central storage "evidence vault" or individual networked recorders.
- 2.10 Each recording system shall support a minimum of 4 real-time archive DVDRW and/or CDRW drives IN ADDITION TO real-time hard disk recording (for instant recall). The system shall have a MINIMUM of 4 (four) simultaneous recording locations.
- 2.11 The DIGITAL RECORDER AND INDEXING SYSTEM will be designed to allow future advances in archive technology to be incorporated without chassis modification.
- 2.12 Each recording module must support unlimited recording time (only based on HDD storage) for on-line/real-time recording so recording time on system does not interrupt customer recording application.
- 2.13 The decoding of native digital formats must be done within the recording chassis or across the network on a client PC. Recorders that require externally mounted interfacing (including D to A converters) or proprietary software codes will not be considered.

## **Recording Inputs**

### **3.1 General**

- 3.1.1 Each encoder shall contain approved interfaces for TCP/IP connection to customer local area networks.
- 3.1.2 It shall be possible to add recording channels to the recorder without upgrading other elements of the DIGITAL RECORDER AND INDEXING SYSTEM (memory, processors etc.) up to the maximum limit of the chassis.
- 3.1.3 The user must be able to configure (in REALTIME) each audio and video encoding port with a user-defined name as well as its channel number, video data rates and audio data rates.
- 3.1.4 Encoder software updates must be downloadable via the web, email and installable via the fat client based administrative application.
- 3.1.5 To prevent unauthorized access to the encoder OS, security must be administered via a challenge/response methodology.

### **3.2 Analog/Digital Inputs**

- 3.2.1 To ensure compatibility and to enable authorized playback of recordings, audio and video files must be recorded and archived in a Microsoft format that is readable by standard Windows Media Player 9 and above.
- 3.2.2 The DIGITAL RECORDER AND INDEXING SYSTEM must have the ability to internally create an industry-standard MPEG-2 file playable on any consumer DVD player. The creation of MPEG-2 files or

discs on external devices such as DVD Recorders will not be acceptable. Original copies of the MPEG-2 files must be available for future archiving.

- 3.2.3 The encoder must be able to simultaneously accommodate a COMBINATION of Analog and Digital encoding peripherals such as USB 2.0 and 1394/Firewire products.
- 3.2.4 The encoder must maintain a bi-directional communication via software through “dry contact” switch that can be connected via RJ-45, Parallel AND PCI Card interfaces. The system must be able to turn on and off status lights to reflect the recording state at any given second.

## **4 Voice Processing**

- 4.1.1 Analog audio input signals shall be converted to digital data, compressed and stored as frame based digital packets on disk. Speech shall be digitized to a minimum of 64kbit/sec and then compressed per user-definable & selectable configurations.
- 4.1.2 The type of compression used shall be selectable from:
  - > Constant or Variable Bit Rate Encoding
  - > Compressed or Uncompressed Encoding
- 4.1.3 It shall be possible for the System Administrator to select which compression algorithm is to be used per recording module.

## **5 Operation**

### **5.1 Digital Recorder**

- 5.1.1 At a minimum, the Recorder must utilize an Intel 3.0 Ghz (or compatible) processor. Solutions that provide recording modules, appliances or recording servers with less than 3.0 Ghz will not be accepted.
- 5.1.2 Each recorder must have a static IP address to uniquely identify each recorder if on a LAN/WAN.
- 5.1.3 Each recorder should have an audio/video preview window with audio level meters to ensure the subject/data to be recorded is currently performing at acceptable levels.
- 5.1.4 The main encoder application must have a ONE TOUCH RECORDING operation. In order to begin an audio/video recording – the user must only have to touch 1 (one) button to begin recording once the application has been loaded. \*Please provide a screen shot or online/live demo showing us your recording process.
- 5.1.5 To provide our organization the most flexible, open and pervasive recording and playback environment that is most compliant with our infrastructure, the recorder must be 100% compatible with the Microsoft Media Encoder platform. No other proprietary or 3<sup>rd</sup> party encoder will be accepted. Also, “ON THE FLY” CONVERSION FORMATS FROM ONE FORMAT TO ANOTHER WILL NOT BE ACCEPTABLE SOLUTIONS FOR THE RECORDING PLATFORM.
- 5.1.6 The encoder must record the audio and video files in a NATIVE Microsoft Windows Media 9 (or higher) format. No other proprietary or 3<sup>rd</sup> party formats or CODECS will be accepted.
- 5.1.7 The recorder must automatically annotate the DATE, TIME, USER and LOCATION of the recording with the ONE TOUCH record button.
- 5.1.8 The recorder must have the ability to attach recorder SESSION DATA to each recording that has an unlimited amount of user definable fields and values. The SESSION DATA also needs to be fully indexed and searchable by the client search application via a SQL database engine.
- 5.1.9 The recorder must encode the video and audio streams in real-time in one single non-proprietary file format that can be played on any windows-based PC. The merging of separate audio and separate video files to a single file via an additional process will not be permitted due to file integrity and security requirements.



- 5.1.10 The DIGITAL RECORDING SYSTEM must have the ability to interface via a “DRY CONTACT” interface that will allow the recorder to be stopped or started with a mechanical switch or low voltage relay. The DRY CONTACT interface must work via SERIAL or RJ-45 interfaces and to provide no longer than a 12 millisecond delay from the switch to start/stop of recording.
- 5.1.11 If vendor is providing a standalone/turnkey encoder it must have these minimum (or compatible) specifications in order to have full compatibility with the breadth of the recording/indexing application. The specifications must be met in full or exceeded on each line item.

**Processor:** Intel Socket 478 Northwood Processor supporting up to P4 CPU

**RAM:** PC2700/PC2100 DDR 333/266 expandable up to 2GB with 2 slots

**MOTHERBOARD:** P4SQ, SiS 651/962L Chipsets; FSB 533/400 MHz

**GRAPHICS:** SiS 315 3D graphics integrated; 64MB shared memory architecture that will simultaneously support VGA, DVI-D, HDTV, S-VIDEO

**AUDIO:** AC97 SW audio, 6 channel codec, S/PDIF audio output, Audio CD/MP3 playback

**NTSC TUNER:** Time-shifting, Pre-schedule recording S-Video TV-out, HDTV 1080i, 720i, 525i Mini PCI Interface

**LAN:** 1x 10/100 Mbps Port; 1x Gigabit (1000 Mbps) Port; 1x Wireless 802.11b WiFi Port; Mini PCI Interface

**7-in-1 MEMORY CARD READER:** Compact Flash Type I/II, Microdrive Memory Stick, Memory Stick Pro Secure Digital, MultiMedia Card Smart Media Card

**IDE:** 2x UltraDMA 133/100/66, 1x 3.5 HDD (250GB EIDE Minimum), 1x Slim type Combo, CD/CDRW/DVD/DVDRW (Can play VCD/DVD/MP3/Picture-CD)

I/O Ports: USB 2.0 (8x), IEEE1394 (2x), S/PDIF-Out (1x), Microphone IN (1x), HeadSet OUT (1x), LED Display, IR Receiver for Remote Control, External Volume Control Knob, External IDE Port (1x)

**SIZE:** 285(W)x53(H)x290(D)mm

## **5.2 Diagnostics & Alarms**

- 5.2.1 The DIGITAL RECORDER AND INDEXING SYSTEM must support three (3) different means of reporting alarms from each recorder.
- LED on front panel
  - Audible Alarm
  - Monitoring application loaded on individual clients
- 5.2.2 The DIGITAL RECORDER AND INDEXING SYSTEM must record all events for fault, configuration, alert and user transactions in separate log files. The administrator must be able to adjust the detail of log files as needed.
- 5.2.3 The recorder shall keep a full audit trail of all user access and DIGITAL RECORDER AND INDEXING SYSTEM maintenance functions with details of who accessed the DIGITAL RECORDER AND INDEXING SYSTEM and when, with details of what was accessed.
- 5.2.4 The solution must support a method of backing up the configuration of the DIGITAL RECORDER AND INDEXING SYSTEM. This configuration backup can be used to restore the current recorder setup in the event of a catastrophic hard drive failure.

## 6 Recording

- 6.1 Each individual recording module shall be capable of being configured with internally mounted hard drive or directly attached RAID 5 (or equivalent) subsystem. Each recording module must be capable of storage capacities that range from 250GB to 3TB per recorder.
- 6.2 Recordings must be stored on the internal HDD or directly attached RAID 5 (or equivalent) subsystem of each individual recorder. The internal database must be fully SQL compliant.
- 6.3 Recordings stored on the hard disk shall have the ability to be automatically copied to multiple (3 or more) additional (local or remote) locations simultaneously with no user intervention.
- 6.4 The system must have the ability to LIVE WEBCAST the audio and video on the TCP/IP LAN/WAN with customizable broadcast ports.
- 6.5 The system must have the ability to LIVE webcast to a Microsoft Media Server running Windows 2003 minimum or Windows 2008 Professional server running on Windows.
- 6.6 In the event that the primary external DVD or CD is approaching 100% full of data and there is no archive available, the recorder shall initiate an alarm warning that data will be lost if a new archive DVD or CD is not inserted.
- 6.7 The system must have the ability for the user to interactively select a MULTI-PASS encoding option that will increase the video quality.
- 6.8 It must **not** be possible to manually delete specific individual recordings from the hard drive of the recorder without proper authorization.
- 6.9 The system must have the option to enable or disable audible voice commands for the vision impaired verbally guiding the user through the normal operation of the system.
- 6.10 The recorder must have the ability to automatically transfer files via secure FTP or compatible secure transport. If the transfer gets interrupted, the recorder must have the ability to automatically LOG AND RESUME the transfer to ensure 100% of the data has been moved to the remote location.
- 6.11 The recorder must have the ability to automatically send email notifications to specified users when recording transfers have been successfully completed.
- 6.12 The DIGITAL RECORDER AND INDEXING SYSTEM must have the ability to natively and automatically send audio only versions of each recording via a SMTP email server to a list of authorized users after each interview is completed.
- 6.13 The DIGITAL RECORDER AND INDEXING SYSTEM must have the feature to select the age when stored recordings are deleted. The age must be a value between 1 and 65,535 days.
- 6.14 The recorder must have the ability to have a DUAL VIDEO SCREEN OUTPUT option to span 4 monitoring rooms across 2 monitors
- 6.15 The recorder must automatically insert multiple DVD (MPEG-2) "chapter points" on all consumer DVDs created by the system for rapid review and playback for user.
- 6.16 The recorder must have the ability to AUTOMATICALLY output MPEG-2 file recordings across multiple DVD's to effectively "span" a single 12 hour MPEG-2 recording across 6 discs with no additional user intervention.
- 6.17 The recorder must have automatically created, evenly spaced index chapter marks spread across an MPEG-2 file to aid in user playback on a consumer DVD deck.

## **7 Archive**

- 7.1 The recorder module shall be able to support single or dual recording drives (DVD and/or CD). In dual drive mode it shall be possible to operate the decks in sequential, or parallel mode.
- 7.2 In sequential mode, one recording drive must record while the other is in standby. The second recording drive starts recording only if the first recording drive's removable archive media becomes full on the first recording drive.
- 7.3 In parallel mode, both drives must archive simultaneously to create duplicate archive media.
- 7.4 In Parallel mode, the system must be able to support up to 4 (four) simultaneous recording drives in any combination (DVD/CD).
- 7.5 The DIGITAL RECORDER AND INDEXING SYSTEM should support direct replay from archive media to client replay application. The DIGITAL RECORDER AND INDEXING SYSTEM must not copy files from archive media to client hard drive before replay. For replay efficiency and security systems that require archived recordings to be uploaded to the client hard drive from the archive media will not be considered.
- 7.6 The recorder shall support internally or externally mounted DVDRW or CDRW drives.
- 7.7 Each DVD disc shall be capable of recording 3 - 4 hours of video while maintaining a replay quality at least equivalent to that available with MPEG-2 compression at 1500kbit/sec. Only natively created MPEG-2 files that burn to consumer playable discs will be acceptable
- 7.8 The operator will not have to format the DVD or CD media before use.
- 7.9 When removing a newly recorded archive, it shall be possible to print a label on a dedicated label printer. The DIGITAL RECORDER AND INDEXING SYSTEM shall have the ability to provide a unique archive label for the media.
- 7.10 The recorder shall be capable of storing up to 5TB of voice and video data in a directly attached RAID 5 disk array or NAS storage. No additional recorder or system components are required.
- 7.11 The DIGITAL RECORDER AND INDEXING SYSTEM shall be capable of automatically archiving to offsite NAS, SAN or customer supplied mass storage without the need for hardware upgrades to the recorder.
- 7.12 The DIGITAL RECORDER AND INDEXING SYSTEM shall support user configurable, bandwidth throttling schemes (when NAS, SAN or RAID is being used in place of or in addition to the removable archive media). This will limit the potential for network saturation when transferring media.

## **8 Search and Replay**

- 8.1 The recorder must provide a client-based administration application that also incorporates search & replay and live monitor functions.
- 8.2 Audio and video must be transferred over the LAN in streaming format.

- 8.3 Streaming audio/video replay must be possible for unlimited concurrent LAN users to access the DIGITAL RECORDER AND INDEXING SYSTEM. The connections should only be limited by network and/or server bandwidth.
- 8.4 The user shall be able to define the available search parameters.
- 8.5 It must be possible to record on all channels during replay. The replay operation must not affect the record performance in any way.
- 8.6 It must be possible to search for data within the DIGITAL RECORDER AND INDEXING SYSTEM using indexed keywords as the search criteria.
- 8.7 DIGITAL RECORDER AND INDEXING SYSTEM must provide a Windows Based Client replay application that supports online help.
- 8.8 The search and replay client application must have integrated AUDIO, VIDEO and INDEX NOTES on the same screen.
- 8.9 The replay client must have a full screen mode to expand the video to the entire client PC screen.
- 8.10 Search and replay client application must be configurable using XML.
- 8.11 The DIGITAL RECORDER AND INDEXING SYSTEM must provide the ability to display and save all (no limit) recordings associated with a particular recording to a single directory structure. The client application must be able to search for and re-display the saved recordings plus associated metadata in a directory structure and provide the ability to continue searching for recordings within the saved directory without interruption to the encoder(s).
- 8.12 Users must be able to search on the following criteria, individually, in any combination (Boolean) and supporting wild cards:
  - Time & Date
  - Location (Encoder)
  - Index Note (Annotation)
- 8.13 The system must be able to EXPORT the audio and video retrieved from the encoder to the client device to a local DVD or CD burner.
- 8.14 The system must have an export tool that will automatically create a format of the audio and video to an HTML web page that is ready to play the files utilizing Internet Explorer 5.5 or greater.
- 8.15 It must be possible to vary the speed of playback while maintaining the pitch.
- 8.16 It must be possible to define the skip forward/backward interval between 1 and 999 seconds. The skip interval must be user-definable.

## **9 Remote Management**

- 9.1 The DIGITAL RECORDER AND INDEXING SYSTEM must be able to be controlled and maintained using a client user interface via any LAN, WAN, Intranet, Extranet or over the World Wide Web.
- 9.2 The remote control devices shall connect to the DIGITAL RECORDER AND INDEXING SYSTEM via an Ethernet TCP/IP connection.

- 9.3 A remote administration interface must be available to run on a PC under Windows 2000 or Windows XP.
- 9.4 Access to the DIGITAL RECORDER AND INDEXING SYSTEM via the remote control software shall be account name and password protected.

## **10 Database**

- 10.1 The DIGITAL RECORDER AND INDEXING SYSTEM must keep track of audio and video data in a fully qualified **Transact SQL compliant database**.
- 10.2 Any audio and video recording must be exportable out of the database to DVD or CD media complete with audio, video, notes and META data.
- 10.3 The export system must have the ability to create DVDs and CDs playable in ANY STANDARD MICROSOFT WINDOWS PC.
- 10.4 The export system components and methodology must have the ability to create DVD's that will play in any STANDARD TV VIDEO DVD PLAYER.
- 10.5 The export system must have the ability to natively create audio only PCM CD's that will play in any STANDARD AUDIO ONLY CD AUDIO PLAYER.
- 10.6 The DIGITAL RECORDER AND INDEXING SYSTEM must have the ability to segment UP TO 5 individual departments within the database. Each department must have its own usernames, passwords and account access policy restrictions.
- 10.7 The user must be able to individually name and configure each of the 5 departments within the integrated software application.

## **11 Security**

- 11.1 The DIGITAL RECORDER AND INDEXING SYSTEM must support a security setup to include unique security accounts allowing operators to access with specified functionality.
- 11.2 The DIGITAL RECORDER AND INDEXING SYSTEM must support a configurable feature which prevents unauthorized users from replaying media.
- 11.3 The DIGITAL RECORDER AND INDEXING SYSTEM must support a minimum of 255 user accounts.
- 11.4 DIGITAL RECORDER AND INDEXING SYSTEM must not require a separate, dedicated PC workstation to administer or maintain the replay recordings.
- 11.5 Audio and Video stored on the DIGITAL RECORDER AND INDEXING SYSTEM must be stored in an OPEN, SECURE format. Formats that can NOT be played NATIVELY from the encoder's database (no conversion process acceptable) by are NOT acceptable.

## **12 Electrical Requirements**

- 12.1 Each recorder shall require an AC supply of 90V to 264V at 47Hz to 63Hz.
- 12.2 The power consumption of each recorder shall not exceed 250 W.
- 12.3 The recorder must support use of a UPS for the continuation of operation in the event of power failure. DIGITAL RECORDER AND INDEXING SYSTEM must execute a controlled shutdown on depletion of UPS power.

## **13 Environment**

- 13.1 The operating temperature of the recorder will be in the range +5C to +35C (+41F to +95F).
- 13.2 The storage temperature of the recorder will be in the range –20C to +60C (-4F to +140F).
- 13.3 The operating humidity of the recorder shall be in the range 20% to 80% relative humidity, non-condensing.
- 13.4 The storage humidity of the recorder shall be in the range 5% to 80% relative humidity, non-condensing.

## **14 Physical**

- 14.1 Each recorder module shall be suitable for desktop operation or rack mountable for installation into an equipment cabinet.

## **15 Redundancy**

- 15.1 All primary recorders must support a directly attached RAID 5 subsystem via SATA/IDE or SCSI interface.
- 15.2 The DIGITAL RECORDER AND INDEXING SYSTEM architecture shall be capable of archiving recordings and associated call records to offsite NAS (network attached storage), customer supplied RAID sub system or customer SAN (storage area network).

## **16 Offline Archive Replay Capabilities**

- 16.1 The DIGITAL RECORDER AND INDEXING SYSTEM shall provide the ability to replay removable archive media directly from a PC over the LAN without the use of a recorder.
- 16.2 The DIGITAL RECORDER AND INDEXING SYSTEM shall provide the ability to copy removable archive media on a properly configured PC without the use of the recorder.

## **17 Indexing Application**

- 17.1 The DIGITAL RECORDER AND INDEXING SYSTEM must provide an INTEGRATED indexing application that gives a user the ability to annotate individual recordings with a minimum of 16,000 of characters of alpha numeric text.
- 17.2 The Indexing system must tie the AUDIO and VIDEO together so instantaneous retrieval and playback can be accomplished from the recorder or remote client PC's.
- 17.3 The indexing of audio or video must NOT be a separate program and must NOT be on a separate pc, appliance or device. Integrated indexing ensures confidentiality and security.
- 17.4 Indexing must be able to happen either DURING the recording in Parallel or ANYTIME AFTER the recording.
- 17.5 Indexing application must have at least 10 "Hot Key" functions that are user defined. The Hot Key must be a single press (F1 through F10) key that will automatically insert pre-typed text in to the index. This will save user time when entering index notes.
- 17.6 Indexing must be able to happen directly on the encoder or simultaneously via a remote client PC application.
- 17.7 The annotation application must support at least 3 (three) individual fields.
- 17.8 The annotation application must give the user the ability to create new annotation strings immediately, as required.

17.9 The user must be able to minimize the annotation application when not in use and with a double click, bring the annotation back to an active screen.

17.10 The indexes must be in XML format

17.11 On export, indexes must be able to be tied to audio/video and be played via an Internet Explorer browser.

17.12 There must be an administrative feature that allows the indexing feature to be turned on or off in the system.

## **18 Dubbing**

18.1 The DIGITAL RECORDER AND INDEXING SYSTEM must be able to dub to DVD and/or CD.

18.2 The system must provide the capability to dub or export an AUDIO ONLY format that is extracted directly from the video tracks.

## **19 Redaction**

19.1 The DIGITAL RECORDER AND INDEXING SYSTEM must have the ability support natively a REDACTION feature that allows the administrator to natively redact information per a court order.

19.2 The system must provide the REDACTION capability native inside the system without exporting data to external systems that could compromise the integrity of the recording.

## **20 Transcription Application**

20.1 The DIGITAL RECORDER AND INDEXING SYSTEM must provide an INTERGRATED transcription ability directly on the recorder or within the client playback application.

20.2 The transcription software must give a user the ability to transcribe individual recordings with a USB foot pedal and headset.

20.3 The transcription software must have the ability to transcribe live over the LAN or via a DVD or CD that is exported from the database.

# **VENDOR AUTHORITY STATEMENT**

## **DRS-023-120210 DIGITAL RECORDING, MANAGEMENT AND INDEXING SYSTEM FOR AUDIO AND VIDEO IN INTERVIEW ROOM**

The proposer represents and certifies as part of the proposal that he/she is authorized to act as an agent for the company responsible for this proposal.

The costs stated in this proposal were arrived at independently, without consultation, communication or agreement with any other proposer, or with any competitor, for the purpose of restricting competition.

Legal name and address of firm submitting proposal:

Signature of Approving Authority

Title: \_\_\_\_\_

Date: \_\_\_\_\_