VIRTUAL PRE-BID MEETING on April 13, 2021 @ 3:00 p.m. Eastern Time
Use the following link and passcode to attend this Zoom meeting.
https://zoom.us/j/92634602468
Passcode: 423105
MANDATORY SITE INSPECTION: All prospective proposers of equipment and labor at sites are required to attend site inspections. See Attachment B for the Site Inspection Schedule.

REQUEST FOR PROPOSALS (RFP)
The City of Kalamazoo, Michigan is soliciting sealed proposals for:

PROJECT NAME: City Security Camera Project
Proposal Reference #: 68002-003.0

RFP ISSUE DATE: April 6, 2021
Number of Copies Required: 1 paper copy
+ 1 electronic copy (USB thumb drive)

PROPOSAL DUE/OPENING DATE: May 6, 2021 at 3:00 p.m. Eastern Time
Facsimile Proposals Will Not Be Accepted

MAILING ADDRESS & INSTRUCTIONS
Mail to:
Purchasing Division
241 W. South Street
Kalamazoo, MI 49007
Questions about this RFP should be directed to:
Department Contact:
Jon Thurn, Project Manager at (269) 337-8290 or ThurnJ@KalamazooCity.org
Include on the Envelope the Project Name and Proposal Reference Number (above). All Envelopes Must Be Sealed.

You are invited to submit a proposal for this project. Specifications, terms, conditions and instructions for submitting proposals are contained herein. This Request for Proposal with all pages, documents and attachments contained herein, or subsequently added to and made a part hereof, submitted as a fully and properly executed proposal shall constitute the contract between the City and the successful proposer when approved and accepted on behalf of the City by an authorized official or agent of the City. Please review the proposal document as soon as possible and note the DEADLINE FOR QUESTIONS in the Instructions to Proposers.

All proposers shall complete and return the Proposal and Award page(s) and submit all information requested herein in order for a proposal to be responsive. FAILURE TO DO SO MAY RESULT IN THE PROPOSAL BEING REJECTED AS NON-RESPONSIVE. The proposal document shall be returned in its entirety, in a properly identified and sealed envelope to the Purchasing Division at the above address. PROPOSALS MUST BE RECEIVED BEFORE THE DUE DATE - LATE PROPOSALS WILL NOT BE CONSIDERED. The City reserves the right to postpone the proposal opening for its own convenience.

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APPENDICES

Attachment A:
Specifications
Attachment B:
Site Inspection Schedule
Attachment C:
Camera Inventory
STATEDMENT OF NO PROPOSAL

NOTE: If you DO NOT intend to bid on this commodity or service, please complete and return this form immediately. Your response will assist us in evaluating all responses for this important project and to improve our bid solicitation process.

The Purchasing Division of the City of Kalamazoo wishes to keep its proposers list file up-to-date. If, for any reason you cannot supply the commodity/service noted in this proposal solicitation, this form must be completed and returned to remain on the particular proposal list for future projects of this type.

If you do not respond to this inquiry within the time set for the proposal opening date and time noted, we will assume that you can no longer supply this commodity/service, and your name will be removed from this proposal list.

_____ Specifications too "tight", i.e. geared toward one brand or manufacturer only (explain below).
_____ Specifications are unclear (explain below).
_____ We are unable to meet specifications.
_____ Insufficient time to respond to the Request for Proposal.
_____ Our schedule would not permit us to perform.
_____ We are unable to meet bond requirements.
_____ We are unable to meet insurance requirements.
_____ We do not offer this product or service.
_____ Remove us from your proposers list for this commodity or service.
_____ Other (specify below).

REMARKS:

____________________________________________________________________________________

SIGNED: _________________________________ NAME:__________________________________

(TYPE OR PRINT)

TITLE: _________________________________ DATE:_______________________________

FIRM NAME: ____________________________________________________________

(if any)

ADDRESS: ________________________________________________________________

(Street address) ____________________________________________________________

(City) ____________________________________________________________

(State) ____________________________________________________________

(Zip)

PHONE: _________________________________ FAX: _________________________________

EMAIL: ____________________________________________________________
SECTION I - INSTRUCTIONS TO PROPOSERS

1. **EXAMINATION OF PROPOSAL DOCUMENT**-Before submitting a proposal, proposers shall carefully examine the specifications and shall fully inform themselves as to all existing conditions and limitations. The proposer shall indicate in the Price Proposal the sum to cover the cost of all items included on the proposal form.

2. **PREPARATION OF PROPOSAL**-The proposal shall be legibly prepared in ink or typed. If a unit price or extension already entered by the proposer in the Price Proposal is to be altered, it shall be crossed out and the new unit price or extension entered above or below and initialed by the proposer with ink. The proposal shall be legally signed and the complete address of the proposer given thereon.

All proposals shall be tightly sealed in an envelope plainly marked SEALED PROPOSAL and identified by project name, proposal opening date and time. Proposals opened by mistake, due to improper identification, will be so documented and resealed. The Purchasing Division will maintain and guarantee confidentiality of the contents until the specified opening date and time. Facsimile proposals will not be accepted.

3. **EXPLANATION TO PROPOSERS**-Any binding explanation desired by a proposer regarding the meaning or interpretation of the Request for Proposal (RFP) and attachments must be requested in writing, **at least 5 days before the proposal opening** and with sufficient time allowed for a reply to reach all prospective proposers before the submission of their proposal. Any information given to a prospective proposer concerning the RFP will be furnished to all prospective proposers as an amendment or addendum to the RFP if such information would be prejudicial to uninformed proposers. Receipt of amendments or addenda by a proposer must be acknowledged in the proposal by attachment, or by letter or fax received before the time set for opening of proposals. Oral explanation or instructions given prior to the opening will not be binding.

4. **CASH DISCOUNTS**-Discount offered for payment of less than thirty (30) days will not be considered in evaluating proposals for award. Offered discounts of less than thirty (30) days will be taken if payment is made within the discount period, even though not considered in evaluation of the proposal.

5. **WITHDRAWAL OF PROPOSALS**-Proposals may be withdrawn in person by a proposer or authorized representative, provided their identity is made known and a receipt is signed for the proposal, but only if the withdrawal is made prior to the exact time set for receipt of proposal. No proposal may be withdrawn for at least one hundred twenty (120) days after proposal opening.

6. **ALTERNATE PROPOSALS**-Proposers are cautioned that any alternate proposal, unless specifically requested or any changes, insertions or omissions to the terms and conditions, specifications or any other requirement of this RFP may be considered non-responsive, and at the option of the City, result in rejection of the alternate proposal.

7. **LATE PROPOSALS**-Any proposal received at the office designated herein after the exact time specified for receipt will not be considered. (Note: The City reserves the right to consider proposals that have been determined by the City to be received late due to mishandling by the City after receipt of the proposal and no award has been made.)

8. **UNIT PRICES**-If there is a discrepancy between unit prices and their extension, unit prices shall prevail.
The undersigned having become thoroughly familiar with and understanding all of the proposal/contract documents incorporated herein, agrees to provide security camera services as specified herein:

**SPECIFIC PRICING THAT IS BEING REQUESTED**

**SITEWIDE COMPONENTS**

**Security Camera Management System**

- Proposed Cost for Security Camera Management System, including servers and software: $________________
- Written amount or write “not bidding” on component: ________________________________

**Video Storage**

- Proposed Cost for Video Storage for Security Camera Management System: $________
- Written amount or write “not bidding” on component: ________________________________

**Backup**

- Proposed Cost for Backup for Security Camera Management System and Video Storage: $________
- Written amount or write “not bidding” on component: ________________________________

**Labor for installation**

- Hourly Rate: $________________
- Proposed Hours to complete sitewide work: $________________
- Proposed Labor Cost: $________________
- Written Amount: ________________________________

**Sitewide Total**

- Total Cost for Site (Equipment + Labor): $________________
- Written Amount: ________________________________

**SITE-SPECIFIC COMPONENTS**

**Security Camera equipment**

(Itemized equipment list, with pricing, to be provided in proposal for each site)

- Proposed Equipment Cost for Site #1 Water Station #24, Al Sabo Land Preserve: $________________
- Written Amount: ________________________________

- Proposed Equipment Cost for Site #2 Blakeslee Tank: $________________
- Written Amount: ________________________________

- Proposed Equipment Cost for Site #3 Bronson Park: $________________
- Written Amount: ________________________________

- Proposed Equipment Cost for Site #4 Central Wellfield: $________________
- Written Amount: ________________________________

- Proposed Equipment Cost for Site #5 City Hall: $________________
- Written Amount: ________________________________
Proposed Equipment Cost for Site #6 Harrison Facility
Written Amount

Proposed Equipment Cost for Site #7 Kik Pool
Written Amount

Proposed Equipment Cost for Site #8 KDPS Headquarters
Written Amount

Proposed Equipment Cost for Site #9 KDPS Station 1
Written Amount

Proposed Equipment Cost for Site #10 KDPS Station 2
Written Amount

Proposed Equipment Cost for Site #11 KDPS Station 3
Written Amount

Proposed Equipment Cost for Site #12 KDPS Station 45
Written Amount

Proposed Equipment Cost for Site #13 KDPS Station 6
Written Amount

Proposed Equipment Cost for Site #14 KDPS Station 7
Written Amount

Proposed Equipment Cost for Site #15 Leaf Dump Gate
Written Amount

Proposed Equipment Cost for Site #16 KDPS Nazareth Training Facility
Written Amount

Proposed Equipment Cost for Site #17 Parks and Recreation
Written Amount

Proposed Equipment Cost for Site #18 Pump Station 25
Written Amount

Proposed Equipment Cost for Site #19 Pump Station 31
Written Amount

Proposed Equipment Cost for Site #20 Pump Station 39
Written Amount

Proposed Equipment Cost for Site #21 Red Arrow Golf Course
Written Amount

Proposed Equipment Cost for Site #22 KDPS Shooting Range
Written Amount
CITY OF KALAMAZOO – REQUEST FOR PROPOSALS
City Security Camera Project

Proposal Reference #: 68002-003.0

Written Amount

| Proposed Equipment Cost for Site #23 Schippers Gate | $_____________ |
| Written Amount |
| Proposed Equipment Cost for Site #24 Stockbridge Facility | $_____________ |
| Written Amount |
| Proposed Equipment Cost for Site #25 Water Tower and Pump Station 22 | $_____________ |
| Written Amount |

Total Cost for Site-specific Equipment

| Written Amount or write “not bidding” on site equipment |

| Labor for Site-Specific Installations |
| Hourly Rate |
| Proposed Hours to complete site #1 Water Station 24, Al Sabo Land Preserve | $_____________ |
| Proposed Hours to complete site #2 Blakeslee Tank | $_____________ |
| Proposed Hours to complete site #3 Bronson Park | $_____________ |
| Proposed Hours to complete site #4 Central Wellfield | $_____________ |
| Proposed Hours to complete site #5 City Hall | $_____________ |
| Proposed Hours to complete site #6 Harrison Facility | $_____________ |
| Proposed Hours to complete site #7 Kik Pool | $_____________ |
| Proposed Hours to complete site #8 KDPS Headquarters | $_____________ |
| Proposed Hours to complete site #9 KDPS Station 1 | $_____________ |
| Proposed Hours to complete site #10 KDPS Station 2 | $_____________ |
| Proposed Hours to complete site #11 KDPS Station 3 | $_____________ |
| Proposed Hours to complete site #12 KDPS Station 45 | $_____________ |
| Proposed Hours to complete site #13 KDPS Station 6 | $_____________ |
| Proposed Hours to complete site #14 KDPS Station 7 | $_____________ |
| Proposed Hours to complete site #15 Leaf Dump Gate | $_____________ |
| Proposed Hours to complete site #16 KDPS Nazareth Training Facility | $_____________ |
| Proposed Hours to complete site #17 Parks and Recreation | $_____________ |
| Proposed Hours to complete site #18 Pump Station 25 | $_____________ |
| Proposed Hours to complete site #19 Pump Station 31 | $_____________ |
| Proposed Hours to complete site #20 Pump Station 39 | $_____________ |
| Proposed Hours to complete site #21 Red Arrow Golf Course | $_____________ |
| Proposed Hours to complete site #22 KDPS Shooting Range | $_____________ |
| Proposed Hours to complete site #23 Schippers Gate | $_____________ |
| Proposed Hours to complete site #24 Stockbridge Facility | $_____________ |
| Proposed Hours to complete site #25 Water Tower and Pump Station 22 | $_____________ |

Proposed Site-Specific Total Labor Cost

| Written Amount or write “not bidding” on site labor |

Total Cost for Site-Specific Components (Equipment + Labor)

| Written Amount or write “not bidding” on site components |

|____________________|
Proposer/Contractor has examined and carefully studied the proposal documents and attachments, and acknowledges receipt of the following addenda:

Addendum No: __________ __________ __________ __________ __________
Dated: __________ __________ __________ __________ __________

Proposer shall provide all of the information as requested herein with their proposal. Failure to do so and/or failure to provide post-proposal requested information may be cause for rejecting the proposal as non-responsive.

By my signature below, I certify that the firm bidding on this contract, when making hiring decisions, does not use a past criminal conviction as a bar to or preclude a person with a criminal conviction from being considered for employment with the bidding firm unless otherwise precluded by federal or state law. I further certify that I have read and agree to be bound by the provisions of the City’s Non-Discrimination Clause found in Appendix A and as updated by City Ordinance 1856.

Signed: ________________________________ Name: ________________________________
Title: ________________________________
QUALIFICATIONS QUESTIONNAIRE

Please answer the following questions completely. You may submit answers on this form or as an attachment to this document, additional information (brochures, illustrations, etc.) will also be used in determining qualifications. If not using this form, please follow its format.

1. Business name: ____________________________________________________________

2. Established: Year __________ State __________

3. Type of organization:
   a. Individual ________
   b. Partnership ________
   c. Corporation ________
   d. Other ________

4. Former business name(s) if any, and year(s) in business:
   __________________________________________________________________________
   __________________________________________________________________________

5. Home office business address and telephone number where work will be performed.
   __________________________________________________________________________

6. Branch office(s) if work will be performed there:
   __________________________________________________________________________

7. Personnel of business who will be working on this project. Attach resumes of key personnel:
   YRS
   NAME AND TITLE  SPECIALTY  EXPERIENCE  EXPECTED ROLE
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
QUALIFICATIONS QUESTIONNAIRE (cont.)

8. Total personnel of business:
   a. Certified: __________  b. Non-certified: __________

9. Attach a list of similar projects performed over the last five (5) years. Include: description of services provided, project size, contact person and phone number. Projects should demonstrate experience in the types of services you wish to provide.

10. Identify projects in Item 9 which most closely match the work required by the City.

   ________________________________________________________________

   ________________________________________________________________

   ________________________________________________________________

11. Provide your understanding of the project and any special qualifications you bring to this project.

12. Identify any additional service(s) you will utilize to work on this project and their expected role(s).

   ________________________________________________________________

   ________________________________________________________________

   ________________________________________________________________

13. Provide the address for your website.

   ________________________________________________________________

I hereby certify that all of the information provided is true and answered to the best of my ability.

Signed: _____________________________________________  Name: ___________________________

Type or Print

Title: _____________________________________________  Date: ___________________________
CITY OF KALAMAZOO
LOCAL PREFERENCE POLICY AND CERTIFICATION

The lowest responsive Kalamazoo County bidder whose bid is not low but falls within 2% of the lowest responsive bid is afforded the opportunity to become the successful bidder if it agrees to reduce its bid to match the lowest responsive bid. The City of Kalamazoo is the sole determiner whether a bidder is responsible, qualifies as a Kalamazoo County bidder, and if its bid is responsive to the City’s specifications, terms and conditions.

If the lowest Kalamazoo County bidder chooses not to match the lowest bid, the next lowest responsive Kalamazoo County bidder whose bid falls within 2% of the lowest bid, is given the opportunity to match the lowest responsive bid.

To qualify as a Kalamazoo County bidder, the bidder must meet both the following criteria:

1. Have a physical presence in Kalamazoo County by maintaining a permanent office, factory or other facility in Kalamazoo County with employees working in Kalamazoo County.

2. Have paid real or personal property taxes related to said business to the City of Kalamazoo, County of Kalamazoo or other municipal corporation within Kalamazoo County in the previous tax year, except that a non-profit entity need not meet this requirement.

This local preference policy applies only to purchases for materials, supplies, capital outlay, and services for maintenance, repair or operation of City facilities that are over $25,000. If more than 50% of the contract is subcontracted to firms located outside of Kalamazoo County that bid does not qualify for the local preference policy outlined above. The local preference policy will not apply if prohibited by law. The Purchasing Agent has the authority to finally determine if the bidder qualifies as a Kalamazoo County bidder as set forth herein. The Purchasing Agent may take into account the permanency of the business in Kalamazoo, and whether the business appears to be claiming to be a Kalamazoo County business solely or primarily to qualify as a Kalamazoo County business under this Resolution, and any other material factors.

CERTIFICATION

If you qualify as a Kalamazoo County bidder and wish to be considered for the local preference provisions as provided above please certify that fact by providing the information requested below and attesting to its accuracy.

Firm Name: __________________________________________

Street Address of Business: __________________________________________

City, State, and Zip Code: __________________________________________

Number of employees working in Kalamazoo County: ______________________

Name the city or township to which business real and/or personal property taxes are paid or provide non-profit status:

The above information is accurate:

Signature: ___________________________ Date: ___________________________

Title: __________________________________________

Revised April 2008
CITY OF KALAMAZOO EX-OFFENDER POLICY CHECKLIST

As part of the City’s commitment to reducing unacceptable poverty, encouraging rehabilitation, reducing recidivism and strengthening families in Kalamazoo, the City has updated its Purchasing Policy to ensure that firms with whom the City does business share in this commitment by utilizing hiring practices that do not unfairly deny people with arrest and conviction records gainful employment. (Important: This requirement also extends to any subcontractors the bidder intends to use to fulfill the contract for goods or services being sought from the City.)

Part I: Proof that the bidder does not inquire about an individual’s past arrest or criminal history on the bidder’s employment application form

☐ Attach a copy of the current application for employment being used by the bidder

Part II: Certification that the bidder does not use an individual’s past arrest or criminal history to unlawfully discriminate against them by checking one or more of the following:

☐ That pursuant to federal or state law bidder is precluded from hiring persons with certain criminal records from holding particular positions or engaging in certain occupations by providing a cite to the applicable statute or regulation; if checking this box, provide a citation to the applicable statute or rule upon which the bidder is relying:________________________

☐ That bidder conducts criminal history background checks only as necessary, and only after making a conditional offer of employment; that any withdrawal of an offer of employment to an individual because of a past criminal history is job-related and consistent with business necessity after the individual has been provided an individualized assessment opportunity to review and challenge or supplement the history of past criminal conduct being relied upon by the bidder;

☐ That the use by bidder of criminal history background checks complies with the U.S. Equal Employment Opportunity Commission’s Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions and that the bidder has not had a determination rendered against it in past 7 years that it discriminated against a person through the use of an individual’s arrest or criminal history

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE.

_____________________________  ______________________________
Date Signature

_____________________________
Printed Name

November 2017
I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have the authority to submit this proposal which will become a binding contract if accepted by the City of Kalamazoo. I hereby state that I have not communicated with nor otherwise colluded with any other proposer, nor have I made any agreement with nor offered/accepted anything of value to/from an official or employee of the City of Kalamazoo that would tend to destroy or hinder free competition.

The firm’s identification information provided will be used by the City for purchase orders, payment and other contractual purposes. If the contractual relationship is with, or the payment made to, another firm please provide a complete explanation on your letterhead and attach to your proposal. Please provide for accounts payable purposes:

Tax Identification Number (Federal ID): ______________________________

Remittance Address: ________________________________________________

I hereby state that I have read, understand and agree to be bound by all terms and conditions of this proposal document.

SIGNED: ______________________________ NAME: ________________________ (Type or Print)

TITLE: ______________________________ DATE: _________________________

FIRM NAME: ____________________________________________ (if any)

ADDRESS: ________________________________________________________

(Street address) (City) (State) (Zip)

PHONE: ________________________ FAX NUMBER: ________________________

EMAIL ADDRESS: ______________________________________________________

--------------------------------------------------------------------------

FOR CITY USE ONLY - DO NOT WRITE BELOW
COVID-19 ADDENDUM
March 16, 2020

TO: ALL Prospective Bidders
PROJECT: ALL Upcoming Projects

The purpose of this addendum is to clarify and/or modify the sealed proposal delivery and proposal opening process for all upcoming projects. All work affected is subject to all applicable terms and conditions of the Proposal and Contract Documents.

1. UPDATE TO SEALED PROPOSAL DELIVERY AND PROPOSAL OPENING POLICY

Effective immediately and continuing until further notice, due to the COVID-19 virus the City of Kalamazoo may no longer be accepting sealed proposals in-person or conducting public bid openings.

Proposers can submit sealed proposals in one of the following ways:

- Mail your proposal, to be received before the proposal due date and time indicated in the RFP document, to the City of Kalamazoo at the following address:

  City of Kalamazoo
  Purchasing Division
  241 West South Street
  Kalamazoo, MI 49007

- Deliver your proposal to the Treasurer’s Office Payment Drop Box located in the northwest corner of City Hall before the proposal due date and time indicated in the RFP document. Pictures of the drop box location have been provided in Photo Attachment.

Proposers are strongly encouraged to deliver their sealed proposal to the Treasurer’s Office Payment Drop Box. However, if hand delivery of your proposal to the drop box is not an option, please be sure to allow enough time for possible mail delays when mailing sealed proposals to the City. Any proposal received after the exact date and time specified for receipt will not be considered. (Note: The City reserves the right to consider proposals that have been determined by the City to be received late due to mishandling by the City after receipt of the proposal and no award has been made.)

All proposals shall be tightly sealed in an envelope plainly marked SEALED PROPOSAL and identified by project name, proposal opening date and time. Proposals opened by mistake, due to improper identification, will be so documented and resealed. The Purchasing Division will maintain and guarantee confidentiality of the contents until the specified opening date and time. Proposals submitted by fax machine or email will not be accepted.
The Purchasing Division will post bid tabulations to the City of Kalamazoo website within 24 hours after the proposal opening date and time at: https://www.kalamazoocity.org/bidopportunities.

Questions regarding this sealed proposal delivery and proposal opening policy change related to the COVID-19 virus should be directed to the City of Kalamazoo at (269) 337-8020.

Sincerely,

Michelle Emig
Purchasing Division Manager
COVID-19 Addendum

PHOTO ATTACHMENT

CITY OF KALAMAZOO
TREASURER’S OFFICE PAYMENT DROP BOX PICTURES
CITY OF KALAMAZOO TREASURER’S OFFICE PAYMENT DROP BOX

Deliver your proposal to the Treasurer’s Office Payment Drop Box located in the northwest corner of City Hall before the proposal due date and time indicated in the RFP document.

1. Open drop box located at City Hall.
2. Insert SEALED PROPOSAL here.
SECTION III
SCOPE OF WORK – CITY SECURITY CAMERA PROJECT

1. INTRODUCTION

The City of Kalamazoo, Michigan (the “City”) is seeking an independent contractor (or team of multiple entities) to expand and replace security cameras, cabling, and video management systems for numerous City facilities to improve camera resolution, minimize blind spots, and consolidate camera services.

2. CONTRACT PERIOD

The project shall commence upon receipt by Contractor of a Notice to Proceed from the City of Kalamazoo and shall be completed by December 31, 2022.

3. SCOPE OF WORK

The selected independent contractor will be expected to provide services and equipment identified in this document and the attached specifications (Attachment A). The items listed represent the minimum services expected to be performed and equipment to be provided. In your response to the Request for Proposals, identify other related services and/or equipment that you will provide.

The project will determine camera location and video system settings.

- Replace coaxial cabling with cat6 cabling and remove old cabling.
- Replace coaxial cameras with POE cameras to ensure good quality recording.
- Add additional cameras or move existing ones to cover blind spots.
- Enable audio recording where appropriate.
- Enable continuous vs motion-activated recording where appropriate.
- Expand or replace camera management system to encompass all building surveillance cameras from all appropriate city sites.

4. CAMERA SITES

- 1. Water Station 24, Al Sabo Land Preserve, 6099 S 9th St, Kalamazoo
- 2. Blakeslee Tank, 905 Prairie Ave, Kalamazoo
- 3. Bronson Park, 200 S Rose St, Kalamazoo
- 4. Central Wellfield, 215 W Stockbridge Ave, Kalamazoo
- 5. City Hall, 241 W South St, Kalamazoo
- 6. Harrison Facility, 1415 Harrison St, Kalamazoo
- 7. Kik Pool, 1000 Walter St, Kalamazoo
- 8. KDPS Headquarters, 150 E Crosstown Pkwy, Kalamazoo
- 9. KDPS Station 1 (renovated during 2022), 116 W Cedar St, Kalamazoo
- 10. KDPS Station 2 (built during 2021-2022), intersection of Bryant St and Race St, Kalamazoo
- 11. KDPS Station 3, 1005 Gull Rd, Kalamazoo
- 12. KDPS Station 45, 601 N Park St, Kalamazoo
- 13. KDPS Station 6, 1414 Howard St, Kalamazoo
- 14. KDPS Station 7, 2331 Parkview Ave, Kalamazoo
- 15. Leaf Dump Gate, 2049 E Michigan Ave, Kalamazoo
• 16. KDPS Nazareth Training Facility, 300 Nazareth Rd, Kalamazoo
• 17. Parks and Recreation, 251 Mills St, Kalamazoo
• 18. Pump Station 25, 7857 E H Ave, Kalamazoo
• 19. Pump Station 31, 745 Prairie Ave, Kalamazoo
• 20. Pump Station 39, 8801 Miller Dr, Galesburg
• 21. Red Arrow Golf Course (Maintenance building and clubhouse), 1041 King Hwy, Kalamazoo
• 22. KDPS Shooting Range, 2320 Schippers Ln, Kalamazoo
• 23. Schippers Gate, 301 Nazareth Rd, Kalamazoo
• 24. Stockbridge Facility, 415 E Stockbridge Ave, Kalamazoo
• 25. Water Tower and Pump Station 22, 4419 Siesta St, Kalamazoo

5. PROPOSED PROJECT TIMELINE

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<th>Milestone</th>
<th>Date</th>
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<td>1.</td>
<td>Proposal Posting</td>
<td>3/31/2021</td>
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<tr>
<td>2.</td>
<td>Proposal Opening</td>
<td>5/7/2021</td>
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<tr>
<td>3.</td>
<td>City Contract Approval</td>
<td>5/17/2021</td>
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<tr>
<td>4.</td>
<td>City Notice to Proceed</td>
<td>5/31/2021</td>
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<tr>
<td>5.</td>
<td>Vendor Equipment Orders</td>
<td>6/30/2021</td>
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<tr>
<td>6.</td>
<td>Video Management System Environment Built</td>
<td>7/31/2021</td>
</tr>
<tr>
<td>7.</td>
<td>Public Safety Camera Installation Completed (Sites 8, 11, 12, 13, 14, 16, and 22)</td>
<td>12/31/2021</td>
</tr>
<tr>
<td>8.</td>
<td>City Hall, Harrison, Stockbridge, and Parks Camera Installation Completed (Sites 3, 4, 5, 6, 7, 17, 21, and 24)</td>
<td>6/30/2022</td>
</tr>
<tr>
<td>9.</td>
<td>Remote sites and all remaining Camera Installations Completed (Sites 1, 2, 9, 10, 15, 18, 19, 20, 23, and 25)</td>
<td>12/31/2022</td>
</tr>
</tbody>
</table>

6. CONTRACTOR REQUIREMENTS

Contractor MUST meet the following qualifications requirements:

6.1 Provide a project supervisor (key personnel) who has significant industry experience
6.3 All installation staff must successfully pass a fingerprint-based background check, complete security awareness training, and complete required security, confidentiality, and release of information forms.
6.4 Provide technical support to hardware and software issues within 24-hours.
6.5 Complete a confidentiality form in order to gain access to existing building surveillance information
Contractor is **PREFERRED** to meet the following qualifications requirements:

6.6 Contractor preferred to have a minimum of five (5) years verifiable experience on similar projects.
6.7 Contractor preferred to have a local service center able to respond to service requests within four (4) hours during business hours.

7. **DELIBERABLES**

7.1 Replace coaxial cameras with Power over Ethernet (PoE) cameras and add additional cameras to cover blind spots as identified in Attachment A.
7.2 Connect new or replaced cameras to existing network switches (where available) with cat6 plenum cabling. Where network switches are not available, connect power to new or replaced cameras via PoE injectors or Digital Video Recorder (DVR).
7.3 Remove coaxial, power, and audio cabling from replaced cameras at KDPS Headquarters, Stockbridge Facility, and Harrison Facility locations. See Attachment C for existing camera listing.
7.4 Enable audio recording at KDPS Crosstown Lobby including the area just inside lobby doors, the KDPS Crosstown booking area, the City Hall treasury lobby, the City Hall City Manager Office reception, the Parks reception area, and the Stockbridge lobby as identified in Attachment A.
7.5 Expand or replace Video Management System (VMS) to encompass all building surveillance cameras from all appropriate city sites.
7.6 Ensure recorded video from all sites meet retention policies (90 days for KDPS locations and 30 days for all other locations, including offline locations). This may necessitate installing DVRs at offline locations.
7.7 Provide VMS server redundancy
7.8 Provide video storage for VMS.
7.9 Provide backup for VMS and video storage.
7.10 Provide video management system training for system administrators and end users.
7.11 Provide “as built” documentation at the conclusion of the project.

8. **PRODUCT/EQUIPMENT REQUIREMENTS**

New and replaced cameras will meet the following requirements:

8.1 Cameras will be POE-powered with minimum 1040P resolution or better.
8.2 Cameras will employ an IR emitter and sensor for nighttime vision.
8.3 Exterior cameras will be exterior grade and waterproof.
8.4 Cameras will have on-board video storage (via SD card or similar industry standard format) for at least 72 hours of video.
8.5 Cameras will avoid recording private property.

The vendor solution will configure the following options:

8.6 Provide mobile application for remote viewing.
8.7 Provide alerts (via email and inside application) to individuals or groups.
8.8 Export video with a timestamp and security tag (such as an MD5 hash or similar industry standard) for evidentiary purposes.
8.9 Provide granular user permissions by group through Active Directory.
8.10 Share custom camera views by groups.
8.11 Provide a pre- and post-recording buffer of 5 minutes for motion-sensitive cameras.
8.12 Video Retention Policy of 90 days for KDPS locations and 30 days for all other locations.
8.13 Enable continuous recording in KDPS booking areas including hallway and garages, otherwise enable motion-activated recording at all other sites.
8.14 Configure change tracking and password-protected, read-only access to VMS database for reporting purposes.

- All products and/or equipment furnished under this contract shall meet or exceed stated specifications.
- Only the newest version of proposed equipment and/or programs will be acceptable.
- Discontinued equipment and/or programs shall not be acceptable.
- All equipment furnished under this contract shall be new in condition. Refurbished or reused equipment will be rejected and shall be replaced at Contractor’s expense.
- Any products and/or equipment provided by the Contractor not meeting the stated requirements shall be rejected and replaced at the Contractor’s expense.

9. PROPOSAL REQUIREMENTS

Applicant should include the following in proposal:

Cover Letter
Within the one-page cover letter, include your business’s full company name, address, phone number and the email address for your business’s contact person for the RFP.

Project Experience (50 points)
Identify three (3) projects similar in scope where you were the primary contractor. Demonstrate the experience of your business and/or proposed team, including all subconsultants, on projects same/similar to that described in this solicitation for same/similar services. The projects submitted should also demonstrate that the proposer and/or the team have performed the same/similar type of services to be considered relevant. Also include any relevant certifications and affiliations.

Experience of Key Personnel (30 points)
For each key person identified, list their length of time with the business and at least two comparable projects in which they have played a primary role. There are no limitations on the number of key positions the business may provide. However, at a minimum the proposer must provide the project manager, and at least one (1) technician who will be employed on the project. Each resume is limited to one (1) page.

Project Understanding and Approach (30 Points)
Describe the business’s approach to performing the required services in the Scope of Work described above. Describe the opportunities and constraints involved with the performance of the associated tasks.

Project Work Plan/Schedule (30 Points)
Provide a Project Work Plan/schedule showing key project milestones and deliverables. The schedule shall demonstrate proposer’s ability to meet the designated milestones.
Proposed Equipment/Systems (50 points)
Provide an itemized list of proposed equipment/systems to be used to fulfill the contract. The list shall be broken down by location, equipment/system description and quantity.

Price (50 points)
Provided pricing information will be evaluated against other proposals submitted to determine the best overall value to the City.

10. EVALUATION CRITERIA

Proposals will be evaluated by City staff based upon the responsiveness of the Proposal to this RFP. All proposals will be evaluated using the criteria listed below:

10.1 Project Experience (50 Points)
10.2 Experience of Key Personnel (30 Points)
10.3 Project Understanding and Approach (30 Points)
10.4 Project Work Plan/Schedule (30 Points)
10.5 Proposed Equipment/Systems (50 points)
10.6 Price (50 points)

11. SELECTION CRITERIA

The City of Kalamazoo shall conduct a formal evaluation to determine the best qualified respondent meeting the City’s needs. This evaluation shall be based on the Evaluation Criteria.

The City reserves the right to split award by groups or award on an aggregate basis all items to one vendor, whichever is in the best interest of the City.

No rating or evaluation under the terms of this RFP shall be construed as a guarantee or promise of a contract and no such contract shall be binding on the City absent approval through the City’s approval process

This RFP does not commit the City of Kalamazoo to pay for direct or indirect costs incurred in the preparation and/or presentation of a response. All finalists will pay their own costs incurred in preparing for, traveling to and attending interviews. The City of Kalamazoo reserves the right to accept or reject any or all proposals in part or in its (their) entirety.

12. POST PROPOSAL INFORMATION

After review of proposals, the City may request further information or clarifications. Requested information shall be provided by the respondent either in writing or by oral presentation, at no cost to the City.

13. CONFLICT OF INTEREST

Respondents shall notify the City of any potential conflicts of interest in their proposal submittal.
14. **BACKGROUND CHECKS**

The selected Contractor(s), and all personnel performing work on this project, shall be required to submit to background checks and fingerprinting before beginning work on this project. The intensity of background checks shall be based upon the access being granted to the Contractor(s) and personnel. Information on background checks shall be provided to Contractor(s) after City evaluation and selection.

15. **PRE-PROPOSAL MEETING AND SITE INSPECTIONS**

A Mandatory Pre-Proposal Meeting shall be conducted via Zoom on Monday, April 12, 2021 at 3:00 PM EDT. Any contractor intending to submit a proposal for this project MUST attend the Pre-Proposal Meeting and provide proof of attendance. This Mandatory meeting can be accessed through the following link: https://zoom.us/j/92634602468

Zoom Meeting ID: 926 3460 2468
Passcode: 423105

Site Inspections are scheduled for the dates and times as listed in Attachment B. Any contractor intending to submit a proposal for this project for equipment or labor at numbered sites MUST attend the site inspection date and sign an attendance sheet as proof of attendance for each site they intend to bid. Proposals for equipment or labor at specific sites shall only be accepted from contractors who have attended the listed site inspection and has documented their attendance on a sign-in sheet for the corresponding proposal site.

16. **INSPECTION OF SITE**

Each proposer MUST visit the sites of the proposed work and fully acquaint himself/herself with the existing conditions relating to installation and labor, and shall fully inform himself/herself as to the facilities involved and the difficulties and restrictions attending the performance of this contract. The proposer shall thoroughly examine and become familiar with the drawings, specifications and all other proposal/contract documents. The Contractor, by the execution of this contract, shall in no way be relieved of any obligation under it due to his/her failure to receive or examine any form or legal instrument, or to visit the site(s) and acquaint himself/herself with the conditions there existing. No allowance shall be made subsequently in this connection in behalf of the Contractor for any negligence of his/her part. For the site inspection schedule see Attachment B.

17. **INSPECTION OF WORK**

The City may maintain inspectors on the job who shall at all times have access to work.

18. **TARDINESS**

Project delays resulting from tardiness on the part of the Contractor will be reviewed by the City in the event of any request for contract extension by the Contractor.
19. **GUARANTEE**

The Contractor shall guarantee all of his/her work for a period of one (1) year following the date of final acceptance of the completed work and shall repair, replace or make good any materials or work which fail to function or perform or be found defective, without cost to the City.

20. **SITE SECURITY**

The Contractor shall be responsible for project site security of all materials and tools provided by him/her and no claim for loss or damage will be considered by the City.

21. **SITE ACCESS**

The City will provide fair and reasonable access to the project site(s) within the working schedules of both parties.

22. **REMOVAL OF RUBBISH**

The Contractor shall daily remove all rubbish and accumulated materials due to his/her activities.

23. **PROJECT MANAGER’S STATUS**

The Project Manager, or his/her duly authorized representative, shall be the City’s Project Manager and shall have the duties and responsibilities as provided in the contract.

The Project Manager shall have the authority to reject any work or materials which do not conform to the contract and to decide questions or interpretations which may arise from the contract documents.

The Contractor shall immediately report to the Project Manager any questionable or obvious error or omission which may be apparent in the contract documents and shall not proceed with work until the Project Manager has resolved the error or omission.

23. **QUESTIONS**

Questions regarding the scope of work of this project may be addressed to Jon Thurn, Project Manager at (269) 337-8290 or thurnj@kalamazoocity.org. Questions relative to general proposal requirements may be addressed to Monica Johnson, Buyer at (269) 337-8603. This does not relieve the proposers, however, from the requirements of Item 3, Page 1.
SECTION IV
INDEMNITY AND INSURANCE

Contractor, or any of their subcontractors, shall not commence work under this contract until they have obtained the insurance required under this paragraph, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to the City of Kalamazoo within ten (10) days of the Notice of Award. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and SIR’s are the responsibility of the Contractor.

The Contractor shall procure and maintain the following insurance coverage:

Workers’ Compensation Insurance including Employers’ Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

Commercial General Liability Insurance on an “Occurrence Basis” with limits of liability not less than $1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included and (E) XCU coverage if the nature of the contract requires XC or U work.

Automobile Liability in accordance with all applicable statutes of the State of Michigan, with limits of liability not less than $1,000,000 per occurrence, combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

Additional Insured: Commercial General Liability and Automobile Liability, as described above, shall include an endorsement stating that the following shall be Additional Insured: The City of Kalamazoo, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed that by naming the City of Kalamazoo as additional insured, coverage afforded is considered to be primary and any other insurance the City of Kalamazoo may have in effect shall be considered secondary and/or excess.

To the fullest extent permitted by law the Contractor agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Kalamazoo, its elected and appointed officials, employees, agents and volunteers, and others working on behalf of the City of Kalamazoo against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of Kalamazoo, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this contract.

Cancellation Notice: All policies, as described above, shall include an endorsement stating that it is understood and agreed that thirty (30) days, or ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: City of Kalamazoo, Purchasing Division, 241 W. South Street, Kalamazoo, MI 49007.

Proof of Insurance Coverage: The Contractor shall provide the City of Kalamazoo at the time that the contracts are returned by him/her for execution, or within 10 days of Notice of Award, whichever is earlier, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above shall be furnished, if so requested.
INDEMNITY AND INSURANCE

Continued

If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and/or policies to City of Kalamazoo at least ten (10) days prior to the expiration date.

Scope of Coverage: The above requirements and conditions shall not be interpreted to limit the liability of the Contractor under this Contract, but shall be interpreted to provide the greatest benefit to the City and its officers and employees. The above listed coverages shall protect the Contractor, its employees, agents, representatives and subcontractors against claims arising out of the work performed. It shall be the Contractor’s responsibility to provide similar insurance for each subcontractor or to provide evidence that each subcontractor carries such insurance in like amount prior to the time such subcontractor proceeds to perform under the contract.
SECTION V
TERMS AND CONDITIONS

1. AWARD OF CONTRACT

   A. The contract will be awarded to that responsible proposer whose proposal, conforming to this solicitation, will be most advantageous to the City according to the criteria outlined herein. The City reserves the right to accept or reject any or all proposals and waive informalities and minor irregularities in proposals received. Other factors include, as an example but not limited to, delivery time, conformance to specifications, incidental costs such as demurrage and deposits, etc.

   B. Notification of award will be in writing by the Purchasing Manager. Upon notification, the Consultant/Contractor shall submit to the Purchasing Division all required insurance certificates and such other documentation as may be requested or required hereunder. Upon their receipt and subsequent approval by the City, the Purchasing Manager will forward to the Contractor a written NOTICE TO PROCEED. Work shall NOT be started until such NOTICE TO PROCEED is received by the Contractor.

   C. Unilateral changes in proposal prices by the proposer shall not be allowed. However, the City, at its sole option, reserves the right to negotiate with proposers in the event of, but not limited to:

   1) No proposals received;
   2) A single proposal received; or
   3) Prices quoted or proposal(s) are over budget and/or unreasonable.

2. REQUEST FOR PROPOSAL AS CONTRACT

   Should modifications (after proposal opening) NOT be necessary; this Request for Proposal (RFP) together with its addenda, amendments, attachments and modifications will be executed as the contract. In the event modifications of any nature do occur, a separate agreement shall be negotiated containing mutually agreeable terms and conditions from this Request for Proposal and any addenda.

3. SUBCONTRACTORS - NON-ASSIGNMENT

   Proposers shall state in writing any and all sub-contractors to be associated with this proposal, including the type of work to be performed. The Contractor shall cooperate with the City of Kalamazoo in meeting its commitments and goals with regard to maximum utilization of minority and women-owned business enterprises.

   The Contractor hereby agrees and understands that the contract resulting from this proposal shall not be transferred, assigned or sublet without prior written consent of the City of Kalamazoo.

4. TAXES

   The City of Kalamazoo is exempt from all federal excise tax and state sales and use taxes.
5. INVOICING

All original invoice(s) will be sent to the Financial Services Division, 241 W. South Street, Kalamazoo, MI 49007 or via email at apinvoice@kalamazoocity.org. The Finance Division processes payments after receipt of an original invoice from the Contractor and approval by the department. The City of Kalamazoo’s policy is to pay invoice(s) within 30 days from the receipt of the original invoice, if the services or supplies are satisfactory and the proper paperwork and procedures have been followed. In order to guarantee payment to the vendor on a timely basis, the vendor needs to receive a purchase order number before supplying the City of Kalamazoo with goods or services. All original, and copies of original invoice(s), will clearly state which purchase order they are being billed against.

The City of Kalamazoo is a government municipality and therefore is tax exempt from all sales tax.

The vendor is responsible for supplying the Finance Division with a copy of their W9 if they are providing a service to the City of Kalamazoo.

6. PAYMENTS

Unless otherwise specified by the City in this proposal, the Contractor will be paid in not more than thirty (30) days after receipt of a properly executed invoice, the sum stipulated herein for service rendered and accepted. Payments are processed by the Budget and Accounting Division after receipt of an original invoice from the Contractor and approval by the department.

7. CHANGES AND/OR CONTRACT MODIFICATIONS

The City reserves the right to increase or decrease quantities, service or requirements, or make any changes necessary at any time during the term of this contract, or any negotiated extension thereof. Price adjustments due to any of the foregoing changes shall be negotiated and mutually agreed upon by the Contractor and the City.

Changes of any nature after contract award which reflect an increase or decrease in requirements or costs shall not be permitted without prior approval by the Purchasing Agent. City Commission approval may also be required.

ANY CHANGES PERFORMED IN ADVANCE OF PURCHASING AGENT APPROVAL, MAY BE SUBJECT TO DENIAL AND NON-PAYMENT.

8. LAWS, ORDINANCES AND REGULATIONS

The Contractor shall keep themself fully informed of all local, state and federal laws, ordinances and regulations in any manner affecting those engaged or employed in the work and the equipment used. The Contractor and/or employees shall, at all times, serve and comply with such laws, ordinances and regulations.

Any permits, licenses, certificates or fees required for the performance of the work shall be obtained and paid for by the Contractor.

This contract shall be governed by the laws of the State of Michigan.
9. **RIGHT TO AUDIT**

The City or its designee shall be entitled to audit all of the Contractor's records, and shall be allowed to interview any of the Contractor's employees, throughout the term of this contract and for a period of three years after final payment or longer if required by law to the extent necessary to adequately permit evaluation and verification of:

A. Contractor's compliance with contract requirements,
B. Compliance with provisions for pricing change orders, invoices or claims submitted by the Contractor or any of their payees.

10. **HOLD HARMLESS**

If the negligent acts or omissions of the Contractor/Vendor or its employees, agents or officers, cause injury to person or property, the Contractor/Vendor shall indemnify and save harmless the City of Kalamazoo, its agents, officials, and employees against all claims, judgments, losses, damages, demands, and payments of any kind to persons or property to the extent occasioned from any claim or demand arising therefrom.

11. **DEFAULT**

The City may at any time, by written notice to the Contractor, terminate this contract and the Contractor's right to proceed with the work, for just cause, which shall include, but is not limited to the following:

A. Failure to provide insurance and bonds (when called for), in the exact amounts and within the time specified or any extension thereof.

B. Failure to make delivery of the supplies, or to perform the services within the time specified herein, or any extension thereof.

C. The unauthorized substitution of articles for those bid and specified.

D. Failure to make progress if such failure endangers performance of the contract in accordance with its terms.

E. Failure to perform in compliance with any provision of the contract.

F. Standard of Performance - Contractor guarantees the performance of the commodities, goods or services rendered herein in accordance with the accepted standards of the industry or industries concerned herein, except that if this specification calls for higher standards, then such higher standards shall be provided.

Upon notice by the City of Contractor's failure to comply with such standards or to otherwise be in default of this contract in any manner following the Notice to Proceed, Contractor shall immediately remedy said defective performance in a manner acceptable to the City. Should Contractor fail to immediately correct said defective performance, said failure shall be considered a breach of this contract and grounds for termination of the same by the City.

In the event of any breach of this contract by Contractor, Contractor shall pay any cost to the City caused by said breach including but not limited to the replacement cost of such goods or services with another Contractor.
DEFAULT (cont.)

The City reserves the right to withhold any or all payments until any defects in performance have been satisfactorily corrected.

In the event the Contractor is in breach of this contract in any manner, and such breach has not been satisfactorily corrected, the City may bar the Contractor from being awarded any future City contracts.

G. All remedies available to the City herein are cumulative and the election of one remedy by the City shall not be a waiver of any other remedy available to the City.

12. INDEPENDENT CONTRACTOR

At all times, the Contractor, any of his/her employees, or his/her sub-contractors and their subsequent employees shall be considered independent contractors and not as City employees. The Contractor shall exercise all supervisory control and general control over all workers’ duties, payment of wages to Contractor's employees and the right to hire, fire and discipline their employees and workers. As an independent contractor, payment under this contract shall not be subject to any withholding for tax, social security or other purposes, nor shall the Contractor or his/her employees be entitled to sick leave, pension benefit, vacation, medical benefits, life insurance or workers' unemployment compensation or the like.

13. PROJECT SUPERVISOR

The Contractor shall employ an individual to act as Project Supervisor. The Project Supervisor shall be available to the Contractor's workers and the Project Manager at all times by use of a beeper or other reliable means. The Project Supervisor shall prepare daily work plans for the employees, monitor employee performance, attendance and punctuality; and work closely with the City’s Project Manager in assuring contract compliance.

14. MEETINGS

The Contractor and/or Project Supervisor shall be available to meet with the Department Head or Project Manager at a mutually agreeable time to discuss problems, issues or concerns relative to the contract. Either party may call a meeting at any time. When such a request for a meeting is made, the meeting date shall, in no case exceed five (5) working days after the request; and, if in the sole opinion of the Department Head, the severity of the circumstance warrants, no more than one (1) working day.

15. CITY’S RESPONSIBILITIES

The City agrees to provide full, reliable information regarding its requirements for the services to be provided. In addition, the City agrees to provide, at its expense and in a timely manner, the cooperation of its personnel and such additional information with respect to this agreement as may be required from time to time, to be provided by the City for the performance of the Firm’s work.
16. **TERMINATION OF CONTRACT**

The City may, at any time and without cause, suspend the work of this contract for a period of not more than ninety days after providing notice in writing to the Contractor. The Contractor shall be allowed an adjustment in the contract price or an extension of the contract times, or both, directly attributable to the suspension if Contractor makes an approved claim.

The City may, without prejudice to any other right or remedy of the City, and with or without cause, terminate the contract by giving seven days written notice to the Contractor. In such case the Contractor shall be paid, without duplication, for the following items:

A. Completed and acceptable work executed in accordance with the contract documents prior to the effective date of termination, including fair and reasonable sums for overhead and profit on such work;

B. Expenses sustained prior to the effective date of termination in performing services and furnishing labor, materials or equipment as required by the contract documents in connection with uncompleted work, plus fair and reasonable sums for overhead and profit on such expenses;

C. All documented claims, costs, losses and damages incurred in settlement of terminated contracts with Subcontractors, Suppliers and others; and

D. Reasonable expenses directly attributable to termination.

The Contractor shall not be paid on account of loss of anticipated profits or revenue or other economic loss arising out of or resulting from such termination.

17. **CONTRACT PERIOD, EXTENSIONS, CANCELLATION**

A. The contract shall be in effect for the term stated in the specifications.

B. The City may opt to extend this contract upon mutual agreement of both parties. The number of extensions shall be limited to that stated in the specifications.

C. The City may, from time to time, find it necessary to continue this contract on a month-to-month basis only, not to exceed a six (6) month period. Such month-to-month extended periods shall be by mutual agreement of both parties, with all provisions of the original contract or any extension thereof remaining in full force and effect.

D. All contracts, extensions and cost increases are subject to availability of funds and the approval of the City Commission (if required).

E. The City reserves the right to cancel the contract due to non-appropriation of funds by the City with thirty (30) days written notice.

F. Either party may terminate the contract (or any extension thereof) without cause at the end of any twelve (12) month term by giving written notice of such intent at least 60 days prior to the end of said twelve (12) month term.

G. All notices are in effect commencing with the date of mailing. Written notices may be delivered in person or sent by First Class mail; faxed or emailed to the last known address.

H. If cancellation is for default of contract due to non-performance, the contract may be canceled at any time (see Item 11, DEFAULT).
APPENDIX A
NON-DISCRIMINATION CLAUSE FOR ALL CITY OF KALAMAZOO CONTRACTS


1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation or gender identity that is unrelated to the individual’s ability to perform the duties of the particular job or position. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment advertising, layoff or termination; rates of pay or other forms of compensations; and selection for training, including apprenticeship.

2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability family status, sexual orientation or gender identity that is unrelated to the individuals ability to perform the duties of the particular job or position.

3. If requested by the City, the Contractor shall furnish information regarding practices, policies and programs and employment statistics for the Contractor and subcontractors. The Contractor and subcontractors shall permit access to all books, records and accounts regarding employment practices by agents and representatives of the City duly charged with investigative duties to assure compliance with this clause.

4. Breach of the covenants herein may be regarded as a material breach of the contract or purchasing agreement as provided in the Elliott-Larson Civil Rights Act and City Ordinance 1856.

5. The Contractor will include or incorporate by reference the provisions of the foregoing paragraphs 1 through 4 in every subcontract or purchase order unless exempted by the rules, regulations or orders of the Michigan Civil Rights Commission* and will provide in every subcontract or purchase order that said provision will be binding upon each subcontractor or seller.

6. The Contractor will not preclude a person with a criminal conviction from being considered for employment unless otherwise precluded by federal or state law. (for contracts over $25,000)

The Elliott-Larson Civil Rights Act, Sec. 202 of Act. No. 453 of 1976 reads in part as follows:

Sec. 202. (1) An employer shall not:

(a) Fail or refuse to hire, or recruit, or discharge or otherwise discriminate against an individual with respect to employment, compensation, or a term condition or privilege of employment because of religion, race, color, national origin, age, sex, height, weight or marital status.

(b) Limit, segregate or classify an employee or applicant for employment in a way which deprives or tends to deprive the employee or applicant of an employment opportunity or otherwise adversely affects the status of an employee or applicant because of religion, race, color, national origin, age, sex, height, weight or marital status.

(c) Segregate, classify or otherwise discriminate against a person on the basis of sex with respect to a term, condition or privilege of employment, including a benefit plan or system.

* Except for contracts entered into with parties employing less than three employees.

1-2010
THE CITY OF KALAMAZOO
DEPARTMENT OF INFORMATION TECHNOLOGY

ATTACHMENT A

SPECIFICATIONS

City Security Camera Project

Bid Reference #: 68002-003.0
Site #1 - Water Station #24, Al Sabo Land Preserve, 6099 S 9th St, Kalamazoo

Current status as of 2/28/2021: No security cameras present. No network access present.

Work packages:
1. Purchase, configure, and install PoE security cameras to cover exterior of building, main entrance, and parking area as highlighted in red, avoiding recording private property. Cameras should be exterior grade and waterproof.

1a. Cameras should employ IR emitter and sensor for nighttime vision.

1b. Cameras should have 1080P resolution or better.

1c. Cameras should have on-board video storage (via SD card or similar industry standard format) for at least 72 hours of video.

1d. Recording should be motion-triggered with a 5-minute pre- and post-buffer.

1e. If network access is added in future, cameras should be able to trigger alert notifications on motion.

2. Purchase, configure, and install DVR unit with sufficient storage for 30 days of historical video.

3. Purchase and install Cat6 plenum cabling between cameras and DVR to provide power and communication. Exterior connections should be watertight.
Current status as of 2/28/2021: No security cameras present. No network access present.

Work packages:
1. Purchase, configure, and install PoE security cameras to cover well field property. Cameras should be exterior grade and waterproof.
   1a. Cameras should employ IR emitter and sensor for nighttime vision.
   1b. Cameras should have 1080P resolution or better.
   1c. Cameras should have on-board video storage (via SD card or similar industry standard format) for at least 72 hours of video.
   1d. Recording should be motion-triggered with a 5-minute pre-and post-buffer.
   1e. If network access is added in future, cameras should be able to trigger alert notifications on motion.

2. Purchase, configure, and install DVR unit with sufficient storage for 30 days of historical video inside a city-provided, water-tight NEMA enclosure.

3. Purchase and install Cat6 plenum cabling between cameras and DVR to provide power and communication. Exterior connections should be watertight.
Site #3 - Bronson Park, 200 S Rose St, Kalamazoo

Current status as of 2/28/2021: Existing Axis security cameras present, connected to existing Avigilon system. Connected to City Hall basement by fiber.

Work packages:
1. Purchase, configure, and install PoE security cameras to cover area shaded in red, NE area of park and front steps of City Hall. Cameras should be exterior grade and waterproof.
   1a. Cameras should employ IR emitter and sensor for nighttime vision.
   1b. Cameras should have 1080P resolution or better.
   1c. Cameras should have on-board video storage (via SD card or similar industry standard format) for at least 72 hours of video.
   1d. Recording should be motion-triggered with a 5-minute pre-and post-buffer.
   1e. Cameras should be able to trigger alert notifications on motion.

2. Send video to central server, retaining 30 days of historical video.

3. Purchase and install Cat6 plenum cabling between cameras and existing network switch to provide power and communication. Exterior connections should be watertight.
Current status as of 2/28/2021: Existing Axis security cameras present, interior and exterior. Building is connected to city fiber network.

Work packages:
1. Purchase, configure, and install PoE security cameras to cover exterior of building entrance ways and well houses, as highlighted in red, avoiding recording private property. Cameras should be exterior grade and waterproof.

   1a. Cameras should employ IR emitter and sensor for nighttime vision.

   1b. Cameras should have 1080P resolution or better.

   1c. Cameras should have on-board video storage (via SD card or similar industry standard format) for at least 72 hours of video.

   1d. Recording should be motion-triggered with a 5-minute pre-and post-buffer.

   1e. Cameras should be able to trigger alert notifications on motion.

2. Send recorded video to central server, retaining video for 30 days.

3. Purchase and install Cat6 plenum cabling between cameras and existing switches to provide power and communication. Exterior connections should be watertight.
Site #5 City Hall, 241 W South St, Kalamazoo

Basement and existing cameras

1st floor and existing cameras

2nd floor and existing cameras

3rd floor and existing cameras

CMO RECEPTION DESK

TREASURY WINDOWS
Current status as of 2/28/2021:
cameras present, interior and exterior.
On city Network. No coaxial cameras present.

Work packages:
1. Purchase, configure, and install PoE
   security cameras to cover exterior of
   building front and back entrance
   avoiding recording private property.
   Cameras should be exterior grade and
   waterproof.

   1a. Cameras should employ IR emitter
       and sensor for nighttime vision.

   1b. Cameras should have 1080P
       resolution or better.

   1c. Cameras should have on-board
       video storage (via SD card or similar
       industry standard format) for at least
       72 hours of video.

   1d. Recording should be motion-
       triggered with a 5-minute pre-and post-
       buffer.

   1e. Cameras should be able to trigger alert
       notifications on motion.

2. Send recordings to central server, retaining video
   for 30 days.

3. Purchase and install Cat6 plenum cabling
   between new cameras and existing switches to
   provide power and communication. Exterior
   connections should be watertight.

4. Enable audio recording at the cameras outside
   the Treasury office windows on the 1st floor and at
   the camera near the City Manager Office (CMO)
   reception desk on the 2nd floor.
Site #6 Harrison Facility, 1415 Harrison St, Kalamazoo

Work packages:
1. Purchase, configure, and install PoE security cameras to cover exterior of building, main entrance, and parking lot as highlighted in red, avoiding recording private property. Cameras should be exterior grade and waterproof.

1a. Cameras should employ IR emitter and sensor for nighttime vision.

1b. Cameras should have 1080P resolution or better.

1c. Cameras should have on-board video storage (via SD card or similar industry standard format) for at least 72 hours of video.

1d. Recording should be motion-triggered with a 5-minute pre- and post-buffer.

1e. If network access is added in future, cameras should be able to trigger alert notifications on motion.

2. Send recordings to central server, retaining video for 30 days.

3. Purchase and install Cat6 plenum cabling between new cameras and existing switches to provide power and communication. Exterior connections should be watertight.

3a. Remove coaxial, power, and audio cabling used by replaced cameras.
Site # 7Kik Pool 1000 Walter St, Kalamazoo


Work packages:
1. Use existing cameras and integrate recordings in central server with storage for 30 days of historical video.
Site # 8 KDPS Headquarters, 150 E Crosstown Pkwy, Kalamazoo

KDPS HQ Exterior cameras

KDPS HQ 1st Floor interior cameras

COURT FACILITY

BOOKING AREA

LOBBY

NETWORK ROOM
Current status as of 2/28/2021: Three different systems of security cameras present, all coaxial. Building connected to City Fiber network.

Work packages:
1. Purchase, configure, and install PoE security cameras to replace cameras in exterior of building and Public Safety portion of interior. Avoid recording private property. Exterior cameras should be exterior grade and waterproof.

Where multiple cameras from different systems are present and pointing in the same direction, replace with single PoE camera.

Provide audio recording in Public Safety lobby, hallway outside lobby, and booking rooms and booking hallway.

1a. Cameras should employ IR emitter and sensor for nighttime vision.

1b. Cameras should have 1080P resolution or better.

1c. Cameras should have on-board video storage (via SD card or similar industry standard format) for at least 72 hours of video.

1d. Recording should be continuous in booking areas including hallways and garages, otherwise enable motion-activated recording at all other areas with a 5-minute pre- and post-buffer.

1e. Cameras should be able to trigger alert notifications on motion.

2. Send recorded video to central server with sufficient storage for 90 days of historical video.

3. Purchase and install Cat6 plenum cabling between new cameras and existing switches to provide power and communication. Exterior connections should be watertight.

3a. Remove coaxial, power, and audio cabling used by replaced cameras.
Site # 9 KDPS Station 1, 116 W Cedar St, Kalamazoo

Current status as of 2/28/2021: No security cameras present. Building not currently connected to City Fiber network. Building will be renovated in 2022, which will include reconnecting fiber network.

Work packages:
1. Purchase, configure, and install PoE security cameras to cover exterior of building, entrances, and parking lots, avoiding recording private property. Exterior cameras should be exterior grade and waterproof.

   1a. Cameras should employ IR emitter and sensor for nighttime vision.

   1b. Cameras should have 1080P resolution or better.

   1c. Cameras should have on-board video storage (via SD card or similar industry standard format) for at least 72 hours of video.

   1d. Recording should be motion-triggered, with a 5-minute pre- and post-buffer.

   1e. Cameras should be able to trigger alert notifications on motion.

2. Send recorded video to central server with sufficient storage for 90 days of historical video.

3. Purchase and install Cat6 plenum cabling between cameras and city-provided switch to provide power and communication. Exterior connections should be watertight.
Current status as of 2/28/2021: Building will be newly-constructed in 2022, which will include connecting to city fiber network.

Work packages:
1. Purchase, configure, and install PoE security cameras to cover exterior of building, entrances, and parking lot, avoiding recording private property. Exterior cameras should be exterior grade and waterproof. Community/Training Room should have a physical switch to toggle between no recording and motion-sensitive recording.

1a. Cameras should employ IR emitter and sensor for nighttime vision.

1b. Cameras should have 1080P resolution or better.

1c. Cameras should have on-board video storage (via SD card or similar industry standard format) for at least 72 hours of video.

1d. Recording should be motion-triggered, with a 5-minute pre- and post-buffer.

1e. Cameras should be able to trigger alert notifications on motion.

2. Send recorded video to central server with sufficient storage for 90 days of historical video.

3. Purchase and install Cat6 plenum cabling between cameras and city-provided switch to provide power and communication. Exterior connections should be watertight.
Site # 11 KDPS Station 3, 1005 Gull Rd, Kalamazoo

Current status as of 2/28/2021: No security cameras preset. Building connected to city fiber network.

Work packages:
1. Purchase, configure, and install PoE security cameras to cover exterior of building, entrances, exterior stairwell, and parking lots, avoiding recording private property. Exterior cameras should be exterior grade and waterproof.

1a. Cameras should employ IR emitter and sensor for nighttime vision.

1b. Cameras should have 1080P resolution or better.

1c. Cameras should have on-board video storage (via SD card or similar industry standard format) for at least 72 hours of video.

1d. Recording should be motion-triggered, with a 5-minute pre- and post-buffer.

1e. Cameras should be able to trigger alert notifications on motion.

2. Send recorded video to central server with sufficient storage for 90 days of historical video.

3. Purchase and install Cat6 plenum cabling between cameras and existing switch to provide power and communication. Exterior connections should be watertight.
Current status as of 2/28/2021: No security cameras preset. Building connected to city fiber network.

Work packages:
1. Purchase, configure, and install PoE security cameras to cover exterior of buildings, entrances, interior barn processing bay, and parking lots, avoiding recording private property. Exterior cameras should be exterior grade and waterproof.

1a. Cameras should employ IR emitter and sensor for nighttime vision.

1b. Cameras should have 1080P resolution or better.

1c. Cameras should have on-board video storage (via SD card or similar industry standard format) for at least 72 hours of video.

1d. Recording should be motion-triggered, with a 5-minute pre- and post-buffer.

1e. Cameras should be able to trigger alert notifications on motion.

2. Send recorded video to central server with sufficient storage for 90 days of historical video.

3. Purchase and install Cat6 plenum cabling between cameras and existing switches to provide power and communication. Exterior connections should be watertight.
Current status as of 2/28/2021: No security cameras preset. Building connected to city fiber network.

Work packages:
1. Purchase, configure, and install PoE security cameras to cover exterior of building and parking lot, avoiding recording private property. Exterior cameras should be exterior grade and waterproof.

1a. Cameras should employ IR emitter and sensor for nighttime vision.

1b. Cameras should have 1080P resolution or better.

1c. Cameras should have on-board video storage (via SD card or similar industry standard format) for at least 72 hours of video.

1d. Recording should be motion-triggered, with a 5-minute pre- and post-buffer.

1e. Cameras should be able to trigger alert notifications on motion.

2. Send recorded video to central server with sufficient storage for 90 days of historical video.

3. Purchase and install Cat6 plenum cabling between cameras and existing switch to provide power and communication. Exterior connections should be watertight.

Work packages:
1. Purchase, configure, and install PoE security cameras to cover exterior of building, entrances, drop box and parking lot, avoiding recording private property. Exterior cameras should be exterior grade and waterproof.

1a. Cameras should employ IR emitter and sensor for nighttime vision.

1b. Cameras should have 1080P resolution or better.

1c. Cameras should have on-board video storage (via SD card or similar industry standard format) for at least 72 hours of video.

1d. Recording should be motion-triggered, with a 5-minute pre- and post-buffer.

1e. Cameras should be able to trigger alert notifications on motion.

2. Send recorded video to central server with sufficient storage for 90 days of historical video.

3. Purchase and install Cat6 plenum cabling between cameras and existing switch to provide power and communication. Exterior connections should be watertight.
Current status as of 03/05/2021: One security camera present, watching the gate. Connected to internet via cellular modem.

1. Purchase, configure, and install an additional PoE camera pointed toward composting mound.
   1a. Camera should employ IR emitter and sensor for nighttime vision.
   1b. Cameras should have 1080P resolution or better.
   1c. Cameras should have on-board video storage (via SD card or similar industry standard format) for at least 72 hours of video.
   1d. Recording should be motion-triggered, with a 5-minute pre- and post-buffer.
   1e. Cameras should be able to trigger alert notifications on motion.

2. Send recorded video from existing and new camera to central server with sufficient storage for 30 days of historical video.

3. Purchase and install Cat6 plenum cabling between cameras and existing modem to provide power and communication. Exterior connections should be watertight.
Site # 16 Nazareth Training Facility (KDPS), 300 Nazareth Rd, Kalamazoo

Current status as of 2/17/2021: No security cameras present. No network access present.

Work packages:
1. Purchase, configure, and install PoE security cameras to cover exterior of buildings as highlighted in red. Cameras should be exterior grade and waterproof.
   1a. Cameras should employ IR emitter and sensor for nighttime vision.
   1b. Cameras should have 1080P resolution or better.
   1c. Cameras should have on-board video storage (via SD card or similar industry standard format) for at least 72 hours of video.
   1d. Recording should be motion-triggered with a 5-minute pre-and post-buffer.
   1e. If network access is added in future, cameras should be able to trigger alert notifications on motion.
2. Purchase, configure, and install DVR unit with sufficient storage for 90 days of historical video.
3. Purchase and install Cat6 plenum cabling between cameras and DVR to provide power and communication. Exterior connections should be watertight.
Site # 17 Parks and Recreation, 251 Mills St, Kalamazoo


Work packages:
1. Purchase, configure, and install PoE security cameras to cover exterior of buildings, as highlighted in red, voiding recording private property. Exterior cameras should be exterior grade and waterproof.
   1a. Cameras should employ IR emitter and sensor for nighttime vision.
   1b. Cameras should have 1080P resolution or better.
   1c. Cameras should have on-board video storage (via SD card or similar industry standard format) for at least 72 hours of video.
   1d. Recording should be motion-triggered, with a 5-minute pre- and post-buffer.
   1e. Cameras should be able to trigger alert notifications on motion.
2. Send recorded video to central server with sufficient storage for 30 days of historical video.
3. Purchase and install Cat6 plenum cabling between cameras and existing switches to provide power and communication. Exterior connections should be watertight.
Site # 18 Pump Station 25, 7857 E H Ave, Kalamazoo

Current status as of 2/28/2021: Five security cameras present connected to an existing DVR unit. No network access present.

Work packages:
1. Video management system should be able to handle addition of these cameras if network access is added to the facility in the future.
Site # 19 Pump Station 31, 745 Prairie Ave, Kalamazoo

Current status as of 2/28/2021: Two security cameras present. No network access present.

Work packages:
1. Purchase, configure, and install PoE security cameras to cover roadside exterior of buildings, NE interior of Pumping Building, Pumping Building South exterior, and entrance point as highlighted in red, avoiding recording private property. Cameras should be exterior grade and waterproof.
   1a. Cameras should employ IR emitter and sensor for nighttime vision.
   1b. Cameras should have 1080P resolution or better.
   1c. Cameras should have on-board video storage (via SD card or similar industry standard format) for at least 72 hours of video.
   1d. Recording should be motion-triggered with a 5-minute pre- and post-buffer.
   1e. If network access is added in future, cameras should be able to trigger alert notifications on motion.
2. Integrate new cameras with existing DVR unit, retraining 30 days of historical video.
3. Purchase and install Cat6 plenum cabling between cameras and DVR to provide power and communication. Exterior connections should be watertight.
Site # 20 Pump Station 39, 8801 Miller Dr, Galesburg

Current status as of 2/28/2021: No security cameras present. No network access present.

Work packages:
1. Purchase, configure, and install PoE security cameras to cover exterior of buildings, main entrance, and parking lot as highlighted in red, avoiding recording private property. Cameras should be exterior grade and waterproof.

   1a. Cameras should employ IR emitter and sensor for nighttime vision.

   1b. Cameras should have 1080P resolution or better.

   1c. Cameras should have on-board video storage (via SD card or similar industry standard format) for at least 72 hours of video.

   1d. Recording should be motion-triggered with a 5-minute pre- and post-buffer.

   1e. If network access is added in future, cameras should be able to trigger alert notifications on motion.

2. Purchase, configure, and install DVR unit with sufficient storage for 30 days of historical video.

3. Purchase and install Cat6 plenum cabling between cameras and DVR to provide power and communication. Exterior connections should be watertight.
Current status as of 2/24/2021: No security cameras present. Internet access is planned to be added at this location.

Work packages:
1. Purchase, configure, and install PoE security cameras to cover exterior of building and parking lot as highlighted in red, avoiding recording private property. Cameras should be exterior grade and waterproof.

1a. Cameras should employ IR emitter and sensor for nighttime vision.

1b. Cameras should have 1080P resolution or better.

1c. Cameras should have on-board video storage (via SD card or similar industry standard format) for at least 72 hours of video.

1d. Recording should be motion-triggered with a 5-minute pre-and post-buffer.

1e. Cameras should be able to trigger alert notifications on motion.

2. Send video to main server, retaining 30 days of historical video.

3. Purchase and install Cat6 plenum cabling between cameras and network gear to provide power and communication. Exterior connections should be watertight.
Site # 22 KDPS Shooting Range, 2320 Schippers Ln, Kalamazoo

Current status as of 2/17/2021: No security cameras present. No network access present.

Work packages:
1. Purchase, configure, and install PoE security cameras to cover exterior of building, entrances and parking lot as highlighted in red, avoiding recording private property. Cameras should be exterior grade and waterproof.

   1a. Cameras should employ IR emitter and sensor for nighttime vision.

   1b. Cameras should have 1080P resolution or better.

   1c. Cameras should have on-board video storage (via SD card or similar industry standard format) for at least 72 hours of video.

   1d. Recording should be motion-triggered with a 5-minute pre- and post-buffer.

   1e. If network access is added in future, cameras should be able to trigger alert notifications on motion.

2. Purchase, configure, and install DVR unit with sufficient storage for 90 days of historical video.

3. Purchase and install Cat6 plenum cabling between cameras and DVR to provide power and communication. Exterior connections should be watertight.
Site # 23 Schippers Gate, 301 Nazareth Rd, Kalamazoo

Current status as of 03/05/2021: One Security camera present, watching the gate. Connected to internet via cradlepoint modem.

1. Purchase, configure, and install an additional PoE camera pointed west of gate.

1a. Camera should employ IR emitter and sensor for nighttime vision.

1b. Cameras should have 1080P resolution or better.

1c. Cameras should have on-board video storage (via SD card or similar industry standard format) for at least 72 hours of video.

1d. Recording should be motion-triggered, with a 5-minute pre- and post-buffer.

1e. Cameras should be able to trigger alert notifications on motion.

2. Send recorded video from existing and new camera to central server with sufficient storage for 30 days of historical video.

3. Purchase and install Cat6 plenum cabling between cameras and existing modem to provide power and communication. Exterior connections should be watertight.

Work packages:
1. Replace 14 existing coaxial security cameras with PoE security cameras. to cover exterior of building as highlighted in red, avoiding recording private property. Replace 14 existing coaxial cameras with new PoE security cameras. Exterior cameras should be exterior grade and waterproof.

1a. Enable audio recording from two cameras covering customer interactions in lobby area.

1b. Cameras should employ IR emitter and sensor for nighttime vision.

1c. Cameras should have 1080P resolution or better.

1d. Cameras should have on-board video storage (via SD card or similar industry standard format) for at least 72 hours of video.

1e. Recording should be motion-triggered with a 5-minute pre- and post-buffer.

1f. Cameras should be able to trigger alert notifications on motion.

2. Send recorded video to central server, retaining 30 days of historical video.

3. Purchase and install Cat6 plenum cabling between replaced cameras and existing switch to provide power and communication. Exterior connections should be watertight.

3a. Remove coaxial, power, and audio cabling used by replaced cameras.
Current status as of 2/28/2021: No security cameras present. No network access present.

Work packages:
1. Purchase, configure, and install PoE security cameras to cover exterior of buildings as highlighted in red, avoiding recording private property. Cameras should be exterior grade and waterproof.
   1a. Cameras should employ IR emitter and sensor for nighttime vision.
   1b. Cameras should have 1080P resolution or better.
   1c. Cameras should have on-board video storage (via SD card or similar industry standard format) for at least 72 hours of video.
   1d. Recording should be motion-triggered with a 5-minute pre- and post-buffer.
   1e. If network access is added in future, cameras should be able to trigger alert notifications on motion.
2. Purchase, configure, and install DVR unit with sufficient storage for 30 days of historical video.
3. Purchase and install Cat6 plenum cabling between cameras and DVR to provide power and communication. Exterior connections should be watertight.
ATTACHMENT B

SITE INSPECTION SCHEDULE

City Security Camera Project

Bid Reference #: 68002-003.0
## City Security Camera Project
### SITE INSPECTION SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Site #</th>
<th>Address Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wednesday, April 14</strong></td>
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<td></td>
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</tr>
<tr>
<td>9:00am-9:30am</td>
<td>Site #1</td>
<td></td>
<td>Water Station #24, Al Sabo Land Preserve, 6099 S 9th St, Kalamazoo</td>
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<tr>
<td>10:00am-10:30am</td>
<td>Site #25</td>
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<td>Water Station #22, 4419 Siesta St, Kalamazoo</td>
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<td>11:00am-11:30am</td>
<td>Site #4</td>
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<td>Central Well Field, 215 W Stockbridge Ave, Kalamazoo</td>
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<td>1:00pm-1:30pm</td>
<td>Site #19</td>
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<td>Water Pump Station #31, 735 Prairie Ave, Kalamazoo</td>
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<td>2:00pm-2:30pm</td>
<td>Site #2</td>
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<td>Blakeslee Water Tank, 905 Prairie Ave, Kalamazoo</td>
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<td>3:00pm-3:30pm</td>
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<td>Water Pump Station #39, 8801 Miller Drive, Galesburg</td>
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<td><strong>Thursday, April 15</strong></td>
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<td>9:00am-10:00am</td>
<td>Site #8</td>
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<td>Evidence Area group 1, KDPS Headquarters, 150 E Crosstown Pkwy, Kalamazoo</td>
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<td>10:00am-11:00am</td>
<td>Site #8</td>
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<td>Crosstown building (excluding Evidence Area)</td>
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<td>11:00am-noon</td>
<td>Site #8</td>
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<td>Evidence Area group 2, KDPS Headquarters, 150 E Crosstown Pkwy, Kalamazoo</td>
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<td>1:00pm-2:00pm</td>
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<td>KDPS Station 7, 2331 Parkview Ave, Kalamazoo</td>
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<td>8:30-10:30am</td>
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<td>Harrison Facility, 1415 Harrison St, Kalamazoo</td>
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<td>11:00am-noon</td>
<td>Site #5</td>
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<td>City Hall, 241 W South St, Kalamazoo</td>
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<td>1:00pm-1:30pm</td>
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<td>Bronson Park, 200 S Rose St, Kalamazoo</td>
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<td>2:00pm-2:30pm</td>
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<td>Kik Pool, 1000 Walter St, Kalamazoo</td>
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<td>3:00pm-4:00pm</td>
<td>Site #17</td>
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<td>Parks and Recreation, 251 Mills St, Kalamazoo</td>
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<td>4:00pm-4:30pm</td>
<td>Site #21</td>
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<td>Red Arrow Golf Course, 1041 King Hwy, Kalamazoo</td>
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<td>9:00-10:00am</td>
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<td>KDPS Station 45, 601 N Park St, Kalamazoo</td>
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<td>KDPS Station 3, 1005 Gull Rd, Kalamazoo</td>
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<tr>
<td>11:30am-noon</td>
<td>Site #9</td>
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<td>KDPS Station 1 (external only), 116 W Cedar St, Kalamazoo</td>
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<td><strong>Thursday, April 22</strong></td>
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<td>Noon-12:30pm</td>
<td>Site #18</td>
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<td>Water Pump Station 25, 7857 E H Ave, Kalamazoo</td>
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<tr>
<td>1:00-1:30pm</td>
<td>Site #22</td>
<td></td>
<td>KDPS Shooting Range, 2320 Schippers Ln, Kalamazoo</td>
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<tr>
<td>2:00-2:30pm</td>
<td>Site #16</td>
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<td>KDPS Nazareth Training Facility, 300 Nazareth Rd, Kalamazoo</td>
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<td>2:30-3:00pm</td>
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<td>Schippers Gate, 301 Nazareth Rd, Kalamazoo</td>
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<td>Site #15</td>
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<td>Leaf Dump Gate, 2049 E Michigan Ave, Kalamazoo</td>
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THE CITY OF KALAMAZOO
DEPARTMENT OF INFORMATION TECHNOLOGY

ATTACHMENT C

CAMERA INVENTORY

City Security Camera Project

Bid Reference #: 68002-003.0
<table>
<thead>
<tr>
<th>Camera Name</th>
<th>Type</th>
<th>Model</th>
<th>Firmware</th>
<th>Frame Rate</th>
<th>Resolution</th>
<th>Format</th>
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<td>City Hall 4th Floor East Stairwell</td>
<td>AXIS VAPIX</td>
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<td>5.40.9.2</td>
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<td>City Hall drop box</td>
<td>AXIS VAPIX</td>
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<td>City Hall Treasury Booth &amp; W South St</td>
<td>Panasonic</td>
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<td>1.64E+00</td>
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<td>JPEG</td>
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<td>City Hall 1st Flr Elevator</td>
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<td>WV-NF284</td>
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<tr>
<td>City Hall Treasury Cashier Window #2</td>
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<td>City Hall Lobby North</td>
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<td>1.64E+00</td>
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**KDPS Headquarters Existing Camera**

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### Parks and Recreation Existing Cameras

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<th>Model</th>
<th>Firmware</th>
<th>Frame Rate</th>
<th>Resolution</th>
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END OF ATTACHMENTS