ADDENDUM #2
May 13, 2021

TO: ALL MANDATORY Site Inspection Attendees
PROJECT: City Security Camera Project
BID REFERENCE #: 68002-003.0
BID OPENING DATE/TIME: May 27, 2021 @ 3:00 p.m. Local Time

The purpose of this addendum is to clarify and/or modify the Drawings and/or Specifications for this project. All work affected is subject to all applicable terms and conditions of the Bidding and Contract Documents.

REPLACE

1. Replace SECTION II, PROPOSAL AND AWARD Pages 2-5 with ADDENDUM #2 ATTACHMENT A, REVISED SECTION II, PROPOSAL AND AWARD.

2. Replace SECTION III, SCOPE OF WORK – CITY SECURITY CAMERA PROJECT Pages 15-21 with ADDENDUM #2 ATTACHMENT B, REVISED SECTION III, SCOPE OF WORK – CITY SECURITY CAMERA PROJECT.

3. Replace ATTACHMENT A, SPECIFICATIONS with ADDENDUM #2 ATTACHMENT C, REVISED SPECIFICATIONS.

4. Replace ATTACHMENT C, CAMERA INVENTORY with ADDENDUM #2 ATTACHMENT D, REVISED CAMERA INVENTORY.

ADDITION

1. ADDENDUM #2 ATTACHMENT E, VENDOR BACKGROUND PAPERWORK to be completed by vendor-assigned staff after contract award.

RESPONSE TO QUESTIONS

Question 1. Is the City open to and looking for a Turnkey Managed Service including Installation, Maintenance, Support?

Answer: I may need more information to better understand the question. We anticipate one-time costs for purchase and installation of cameras, wiring, and the video management system (whether it is on premises or cloud-based) and then an annual fee for maintenance and support (and cloud storage if applicable). Are you proposing something different?

Q 2. Is the City open to Cloud implementation?

A: Yes, a cloud-managed and hosted solution is definitely an option.
Q 3. What are your Current Storage Capacities? Future Requirements?
A: If local storage is needed, we were planning to use dedicated storage purchased through this project for the video camera storage and backup. The storage requirements will be determined by what is quoted for new cameras (how many, what resolution and compression are used, etc.), how often each camera will record for those that are motion-activated, and our video retention period. As the number is going to be affected by each vendor’s proposal, we’ll rely on the vendors to provide those storage calculations in their proposal.

Q 4. Is the City looking to replace current cameras?
A: Rather than a wholesale replacement, we’re looking for a targeted replacement of all existing coaxial cameras as well as additional cameras to cover blind spots (marked in red in the site plan images). To keep the project price under budget, we anticipate retaining existing PoE cameras and integrating them with the video management system that would come out of this project.

Q 5. Will the City’s Police Department look to deploy Surveillance services on a unified platform as well?
A: The City has an existing WatchGuard body camera and vehicle dashboard camera system. This project only covers building surveillance.

Q 6. Will the Police Department also be interested in LPR?
A: We examined LPR in drawing up the project requirements, but decided that this project would only cover building surveillance.

Q 7. Is the City interested in a Connected Community offering?
A: I may need more information to better understand the question. Is this public Wifi? If so, no, this project only covers building surveillance.

Q 8. Has the City encountered any communication issues/connectivity?
A: It has been a historical challenge to connect remote sites to the city’s network. When building out the project’s requirements we discussed including those additional network connections, but decided against adding it anticipating the cost would break the budget.

Q 9. CONTRACTOR REQUIREMENTS – Are these requirements only to be held by the actual team doing installations ie subcontractors? Items found in 6.1
A: Reading section III “Scope of Work”, subsection 6 “Contractor Requirements”, we will require:
• The vendor to provide a project supervisor who has significant industry experience,
• The vendor to register with LARA under the State of Michigan Security Alarm Systems Act (yes both main contractor and subcontractors),
• Installation staff to pass a fingerprint-based background check, complete security awareness training (which can be done online in about 2 hours), and complete required forms which can be found within this addendum (Attachment E) (the confidentiality agreement requires a notary signature which we can completed on-site at KDPS HQ),
• the vendor to provide technical support to issues within 24 hours, and
• the vendor to complete a confidentiality form for existing building surveillance information.
Q 10. Voice Collection is not supported for Privacy Laws. Is this a problem?

A: We’ve already passed the audio recording in limited public facility locations requirements past an attorney. Do you have a particular law in mind?

Q 11. Will the City require any new routers or switches? Will we have access to those devices?

A: If a remote site that is not connected to the City network will require network switches, or an NVR unit to operate that site, switches or NVR can be quoted. For sites already connected to the City’s network, the City has standardized on Cisco Catalyst 9300 series switches, which the City will provide. We will require the vendor to let us know the number of PoE ports needed at each location and floor so we can assess whether we have available PoE switch interfaces or need to add additional ones. Providing network connectivity to remote sites is not a part of this project, but we’d prefer to build the remote sites so that we can easily add such network connectivity in the future.

Q 12. Would Kalamzoo accept an Alternative Proposal that can speak to a TurnKey Managed Service including Installation, Maintenance, Support. Alternative VMS to offer a Unified Citywide Approach to Video Surveillance, Public Safety, Scalable Solutions across that Platform, Consolidated Video Storage…etc.?

A: Similar to question 14, we would encourage you to submit a bid, detailing the specific features you can and cannot provide. The RFP process allows for receiving different types of proposals, which is valuable to gauge what will work best for the City. Of course, the project has a limited budget, so adding features not called-out in the scope may increase the cost beyond the budget constraints.

Q 13. Could an Addendum be issued opening up the RFP for greater clarification, that would allow equal evaluation of the responses received back by the city?

A: We think it’s too early to need an addendum before the pre-bid meeting, where we’ll take additional questions from vendors. After the pre-bid zoom meeting, we’ll reassess and determine whether an addendum is warranted. Of course we encourage you to attend the pre-bid meeting on Tuesday, April 13 (zoom details in the RFP).

Q 14. You have a requirement for audio? We do not support Audio for legal reasons. Would an exception be permitted?

A: Similar to question 12, we would encourage you to submit a bid, detailing the specific features you can and cannot provide. Rather than using an all-or-nothing evaluation, the criteria (see section III “Scope of Work”, Subsection 9 “Proposal Requirements” and Subsection 10 “Evaluation Criteria”) use a point-based system to gauge how well a proposal fulfills the project needs.

Q 15. Is there an RSVP process for site walks?

A: For site visits, please see Attachment B of the bid document, which gives the site visit schedule. Due to the complexity of visiting 25 sites in an efficient manner for both city staff and vendors, we have one time scheduled for each site. We will have a sign-in form at each site visit which attendees must complete. I also encourage you to attend the pre-bid meeting on Tuesday, April 13 (zoom details in the RFP).
Q 16. I didn’t see the detail of your vendor preference(s) for camera brand. Is that detail available?

A. By way of background, we’re looking for a targeted replacement of cameras that are coaxial and new cameras to cover blind spots, but will retain existing PoE cameras that are 1080P resolution or better (See Attachment D for existing camera listing). We don’t have a preference for camera brand other than that the VMS that is selected must also work with both new cameras and the existing PoE cameras (as well as meeting the rest of the specs in the RFP).

Q 17. Cameras will have on-board video storage (via SD card or similar industry standard format) for at least 72 hours of video.
Questions = Confirm this is an additional requirement to backup recording on camera if communication is disrupted to the network? We have some Cameras that provide SD storage but not 72 hours. We are very agonistic on cameras so we can offer another camera that does meet this requirement with its onboard storage.

A: Yes, the requirement is to provide local recording backup in case of network disruption. The 72-hour goal is to provide enough time for staff to recognize there is a problem and rectify it before loss of recorded video even if the disruption occurs on a long weekend.

Q 18. Provide granular user permissions by group through Active Directory.
Questions = Is this a hard requirement? Our system can provide AD integration but we do not currently provide granular permission by group. Would this disqualify us if we submit a bid through one of our local resellers?

A: AD integration by group is preferred for ease of rights management. For both this and the on-board storage question, I’d still encourage you to submit a bid, detailing the specific features you can and cannot provide. Rather than using an all-or-nothing evaluation, the criteria (see section III “Scope of Work”, Subsection 9 “Proposal Requirements” and Subsection 10 “Evaluation Criteria”) use a point-based system to gauge how well a proposal fulfills the project needs.

Q 19. Will the City allow Proposers to take exceptions to provisions in the RFP, including the terms and conditions?

A: If a proposer objects to the provisions in the RFP, they may return the “Statement of No Proposal” noting their objections.

Q 20. Will the City allow Proposers to provide alternative and/or additional provisions (including contractual clauses) as part of its response?

A: Under section I “Instructions to Proposers”, paragraph 6 “Alternate Proposals” reads, “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.”

Q 21. If the City allows a Proposer to take exceptions and provide alternative and/or additional provisions, does the City agree that a binding contract will not be formed until and unless the City and the Proposer mutually agree on the final terms and conditions of the contract?

A: The City of Kalamazoo does not negotiate contracts or agreements. The proposal is considered binding when submitted by the vendor and approved/signed at the appropriate City of Kalamazoo level.
Q 22. Given the nature of the solution and the various dynamics therein, will the City consider making the proposals non-binding, i.e., subject to the parties negotiating a mutually acceptable agreement?

A: The City of Kalamazoo does not negotiate contracts or agreements. The proposal is considered binding when submitted by the vendor and approved/signed at the appropriate City of Kalamazoo level.

Q 23. Ten of the CoK sites are remote and will require an onsite NVR. Will these hardware and storage components for video management at each remote site need to be totaled in category 1 and 2 or simply add these to each site totals?

A: Please include the site-specific hardware costs, such as cameras, cabling, and NVR in the equipment cost section for each applicable site. This will help inform us about the total costs of adding or expanding video surveillance at each remote site. Only the site-wide component costs (Security Camera Management System/VMS and Storage) should be included in the site-wide component section.

Q 24. The storage requirements for KDPS is 90 days, and 30 days for all other CoK sites detailed. What is the BACKUP requirement? Mirroring of the 90 and 30? Or, subsequent or additional storage over and above the 90 and 30?

A: After consulting with the project stakeholders, we will be removing the data backup component from the RFP, but we will be providing more robust requirements for the sitewide storage component (if on premises and not cloud-based) to include redundant, hot-swappable power supplies, hot-swappable hard drives within an array that will survive a double hard drive failure (RAID6, RAID10, or similar), and redundant network interfaces. The City will provide backup of the sitewide application server(s) (if on premises) through our existing Veeam environment, excluding the video recordings.

Q 25. Requesting confirmation of Labor Cost including all aspects of system deployment; installation, programming, commissioning, and training.

A: Please include labor costs for all aspects of system deployment. As with equipment we need labor cost totals for each individual site and the sitewide components. If there are different rates of pay per type of work, please break them out in your response.

How much time should we allow for each of our team members to complete the security awareness training indicated?

A: My IT teammates can complete the web-based Security Awareness Training in about 2 hours. To clarify, the web-based training is required for any contractor staff with logical access to police data systems, including the VMS we are building for this project. Instructions on completing the training is included within the Vendor Background attachment section (Attachment E).

If a team member will only have physical access to the facility (e.g. for installing cable), that team member may instead complete the “Security Awareness Acknowledgment for Personnel with only Physical Access to Physically Secure Locations” document. I have included the document within the Vendor Background attachment section (Attachment E).
Q 27. DELIVERABLES 7.5 Expand or replace the current Video Management System. Which VMS system or systems are you currently using? The Site #3 – Bronson Park description indicates that there is an existing Avigilon system. How many of the existing cameras city-wide are currently on Avigilon? Which buildings does the Avigilon system currently support?

A: I believe Avigilon is running only the existing cameras at Bronson Park. Exacqvision is running the cameras at City Hall, Stockbridge, Harrison, Central Well Field, and Parks. Geoffrey, Coban and Panasonic are running the existing cameras at KDPS Headquarters. During the site tours, we might run into another one or two at the remote sites.

Q 28. DVRs. What are your current brand of DVRs? Is it the expectation of this project that they be replaced?

A: The current DVRs at KDPS Crosstown are Panasonic and Coban. Those will be replaced as part of this project. The Avigilon system for Bronson park will also be replaced, as will the Exacqvision system for City Hall, Stockbridge, Harrison, Central Well Field, and Parks. During the site tours, we might run into another one or two at the remote sites. If we are adding cameras to the site, we would anticipate needing to replace the DVR at that site.

Q 29. Backup for VMS and Video Storage. What is your expectation regarding video storage backup for offline sites with remote DVRs?

A: At this juncture, we would not expect to backup the remote sites without network connections.

Q 30. PRODUCT / EQUIPMENT REQUIREMENTS 8.1 1040p Resolution. Wondering whether this was intended to read 1080P?

A: Correct, it should have read 1080P.

Q 31. Video Retention Policy. Based on your understanding of the activity at each facility, what percentage (%) of motion shall we assume when calculating the video storage requirements necessary to achieve 30 days of archived video resources? How many frames per second shall we assume for the calculation?

A: That is going to be a variable rate for each site and probably for each camera. Please anticipate that KDPS Crosstown and Harrison will have the most movement as they are 24-hour facilities. KDPS Stations are also 24-hour facilities, but will have substantially-less traffic (KDPS Station 45 will have the most of these, then Station 6, Station 2, Station 3, and Station 7). The next largest sites (Stockbridge, City Hall, and Parks) will have a good amount of movement during work days. Parks will also have some weekend events which may trigger movement for exterior cameras. The remote sites will have a much reduced amount of staff and many may have days go by without a staff visit.

For FPS calculations, please assume 30fps for all sites. For Site #23 Schippers Gate and Site #15 Leaf Dump Gate, we may reduce the fps during implementation due to cellular bandwidth restrictions, but the cameras at those sites should still be capable of 30fps.

Q 32. MANDATORY SITE INSPECTIONS. If we are teaming up with an installation partner, must both companies attend the site inspections or may one team member attend and represent the team?

A: Whoever is submitting a bid must attend the site inspection. Subcontractors who are not submitting a bid do not need to attend.
Q33. Is the Audio currently deployed today, but not currently used?

A: Audio recording is currently active in selected areas of the Public Safety Headquarters building. Multiple signs alert visitors to the presence of audio recording.

Q34. Audio requirement: is it currently being used for court proceedings?

A: I am not aware of any use of audio in court proceedings. Additionally, I am not aware of any FOIA requests for KDPS recordings. That said, if there were a reason for these records to be disclosed, such would be done in accordance with the Michigan statutes and court rules.

Q 35. The NVR’s at the KDPS Shooting Range and Training Facility, do these NVR’s require 90 day storage?

A: All KDPS sites, including the shooting range and the Nazareth Training Facility will require video to be kept for 90 days.

Q 36. Please confirm, CoK will provide 110 power drop and enclosure at all locations?

A: At public services sites that are not on the city network, the City will provide the enclosure and 110V power. These sites include:
Site #1 – Water Station 24, Al Sabo Land Preserve
Site #2 – Blakeslee Tank
Site #18 – Pump Station 25
Site #19 – Pump Station 31
Site #20 – Pump Station 39
Site #25 – Water Tower and Pump Station 22

For sites that are on the city network, and have city-provided PoE switches available, no enclosure or separate power drop are needed. These sites include:
Site #4 – Central Well Field
Site #5 – City Hall
Site #6 – Harrison Facility
Site #8 – KDPS Headquarters
Site #9 – KDPS Station 1 (anticipated)
Site #10 – KDPS Station 2
Site #11 – KDPS Station 3
Site #12 – KDPS Station 45
Site #13 – KDPS Station 6
Site #14 – KDPS Station 7
Site #15 – Leaf Dump Gate
Site #17 – Parks and Recreation
Site #23 – Schippers Gate
Site #24 – Stockbridge Facility

For sites that are not on the city network, do not have city-provided PoE switches available for added cameras, and are not Public Services sites, the contractor will provide the enclosure and power drop (if a power drop is needed). These sites include:
Site #3 – Bronson Park (if enclosure or power needed for wireless cameras)
Site #7 – Kik Pool
Site #16 – KDPS Nazareth Training Facility
Site #21 – Red Arrow Golf Course
Site #22 – KDPS Shooting Range
I have updated the work package lists for these sites accordingly.
Q 37. I am to provide Battery Backup to each site video system, how many days/hours required in back up power for each site?

A: Please size the UPS devices to provide a minimum of 4 hours of power.

Q 38. Software Mapping: Shall we include “mapping” in our software application? This would involve embedding building/site maps in the VMS software and adding camera location icons so that you can navigate through the application by clicking on the camera you want to view.

A: Yes, please implement camera mapping if available. The City can provide GIS shapefiles or PDF building floorplans for most city buildings. I have added this preference under requirement 8.24.

Q 39. AutoCAD Files: Will the City of Kalamazoo make AutoCAD files available for each building so that we can engineer the project and create a foundation for the as-built package?

A: The City can provide GIS shapefiles or PDF building floorplans for most city buildings. We do not have native AutoCAD files available.

Q 40. IP Address Scheme: Will the existing IP cameras that are being incorporated into the new system be maintaining their current IP addresses? Or will you be implementing a new IP scheme for the new system? We’ll use the established VLANs at sites that have them. Of course we’ll need to establish new VLANs along the same schema for sites that don’t have them.

A: The City has an existing IP addressing scheme which segregates security camera traffic on its own VLANs. Existing IP cameras already adhere to that scheme and will retain their existing IPs. New IP cameras will be issued new IPs. For sites that do not have existing IP cameras, City network staff will build the required VLANs and network routes and provision interfaces on PoE switches.

Q 41. VMS Future Storage Capacity: When sizing the centralized Network Video Recorders / Storage Solution, how much future space to you want us to include?

A: Please include 10% growth per year over 5 years.

Q 42. Workstation Client Software: How many City of Kalamazoo workstations shall we plan to install the client software on? Or will the City of Kalamazoo IT team be responsible for that?

A: The City of Kalamazoo IT team will be responsible for client software installation. We anticipate 50 users of the VMS software throughout the city.

Q43. Bid Form: If our recommended solution includes camera software channel licenses, do you want them included in the site-by-site material/equipment price? Or would you prefer that all camera licensing to be included in the Video Management System price?

A: Please include camera licensing on each applicable site. This will give us a more complete picture of the cost of each individual site.
Q44. Low Voltage Cabling Permits:
Many jurisdictions are now requiring permits and inspections for Low Voltage Cabling. Does the City of Kalamazoo require permits for network cabling (cameras), and if so, do they charge for low voltage cabling permits that apply to their own facilities?

A: The City requires electrical permits for all low voltage work including network cable installation, and the City does charge for permits at its own facilities. The contractor is not required to have an electrical license to obtain the permit as long as it is for low voltage wiring only and they are primarily engaged in the business. All work is to be installed according to NFPA 70, 2017 Edition (The National Electrical Code) as adopted by the Michigan State Electrical Code. The application and schedule of fees is available at https://www.kalamazoocity.org/docman/forms/building-construction/172-electrical-permit-application I have added this under requirement 8.22 and 8.23.

Q45. Video Management System: How many simultaneous users do you want the main or centralized system to be licensed for?

A: We anticipate the total user count would be 50 users. A rough estimate on concurrent users would be half, 25 users.

Q46. DELIVERABLES: 7.2  Cat6 Plenum Cabling: Will you be requiring cable test reports for all new Cat6 camera cable connections prior to patching them into your network?

A: New cable connections should be verified and tested. Certification reports are not required. I have updated the requirements documents accordingly.

Q47. DELIVERABLES: Back-up: Are you interested in fail-over functionality where duplicate resources are constantly running and video is being streamed to both? Or a back-up system where duplicate records are automatically backed up to and stored? If so, how many times per day do you want the back-up process run?

A: After consulting with the project stakeholders, we will be removing the data backup component from the RFP, but we will be providing more robust requirements for the sitewide storage component (if on premises) to include redundant, hot-swappalbe power supplies, hot-swappalbe hard drives within an array that will survive a double hard drive failure (RAID6, RAID10, or similar), and redundant network interfaces. I have updated requirement 8.14 accordingly.

We are also removing the redundant server requirement, while also providing more robust requirements for the sitewide server (if on premises) to include hot-swappalbe power supplies, hot swappalbe hard drives within a mirrored RAID (or similar) and redundant network interfaces. The City will provide backup of the sitewide application server(s) (if on premises) through our existing Veeam environment, excluding the video recordings. I have updated requirement 8.15 accordingly.

Q48. DELIVERABLES: 7.10  Training:
How many training sessions to you anticipate having us host for System Administrators? How many for End Users? Will the training be hosted at a centralized location or conducted virtually?

A: We only require one administrator training session and one end user session. Both training sessions can be conducted virtually, and we would like to record both sessions.
Q49. PRODUCT/EQUIPMENT REQUIREMENTS: Cameras will employ an IR emitter and sensor for nighttime vision. Do you want IR emitters on all of the interior cameras as well?

A: Yes, IR emitters for both interior and exterior cameras are required.

Q50. PRODUCT/EQUIPMENT REQUIREMENTS: Provide mobile application for remote viewing. How many mobile client licenses shall we provide?

A: After consulting with the project stakeholders, we are removing the implementation requirement for the mobile client. We would still like a product that has a mobile option for implementation in the future, but not during this specific project. I have modified requirement 8.6 accordingly.

Q51. Attachment A – Site Specific Layouts: When you reissue the drawings can you confirm or note the following information:

Site #5 – City Hall: Which existing cameras should we enable audio recording for? (or add an Audio column on Attachment C)

A: Please enable audio recording for City Manager Lobby camera, 1st Floor North Lobby, and 1st Floor Elevator cameras. Those locations are noted on the map and on the existing camera inventory. Some recording locations may benefit from a remote microphone.

Site #8 - KDPS Headquarters: Which new cameras will require audio recording capabilities? (or add an Audio column on Attachment C)

A: Please enable audio recording for cameras in Lobby, in corridor outside lobby, and the booking area. Locations are noted on the map. Some recording locations may benefit from a remote microphone.

Site #8 - KDPS Headquarters: Which cameras will require continuous recording vs. motion recording? (or add a Continuous column on Attachment C)

A: Please enable continuous recording for booking area cameras. The booking area encompasses cameras in Corridor 278/283 (Booking wing), Room 271 (Juvenile Detention), Room 273/274 (Large Garage), Room 275 (Small Garage), Room 279 (Booking), Room 281A (Holding), and Room 281B (Holding). This is the yellow-highlighted area in the 1st floor east detail map.

Site #18 – Pump Station 25: Provide new DVR, 30 days storage

A: Yes, provide a replacement NVR with 30 days storage. The site-specific requirements document has been updated.

Site #21 – Red Arrow Golf: Provide new DVR, 30 days storage

A: Yes, provide an NVR with 30 days storage. The site-specific requirements document has been updated.

Q52. Attachment C – Type/Model:
Please provide Type/Model for the existing network cameras at the following sites so that we can confirm compatibility.

Site #3 – Bronson Park 7 existing cameras
Site #4 – Central Well 9 existing cameras
Site #7 – Kik Pool 4 existing cameras
Site #14 – KDPS Station 7 1 existing camera
Site #15 – Leaf Dump 1 existing camera
Site #18 – Pump Station 25 5 existing cameras
Site #19 – Pump Station 31 2 existing cameras

A: Attachment C has been updated to include specifications for the cameras listed above.
Q53. Attachment C – Type/Model & Resolution:
Many of the existing network cameras are not 1080P resolution (1920x1080), do you want them replaced with
1080P cameras or incorporated into the new system as is?

A: To keep the project price under budget, we anticipate retaining existing PoE cameras and integrating
them with the video management system that would come out of this project.

Q54. Attachment C – Firmware: For the existing network cameras, should be include upgrading them to the
latest available firmware as we bring them on-line to the new VMS?

A: Kalamazoo City IT staff will be responsible for upgrading existing cameras to the latest stable
firmware.

Q55. Attachment C – Frame Rate: The schedule of existing cameras that you provided indicates various Frame
Rates from 4 – 30. What is your preferred standard? What shall we use as a rule of thumb for calculating the
storage resources required to gain 30 days or 90 days of archived video?

A: Please anticipate new cameras will use 30fps when calculating storage needs with the exception of two
sites. When installing additional cameras at the two gate sites with cellular data connections (Sites 15 and
23), I anticipate reducing the frame rate on those cameras to 4fps, but the cameras should be capable of
30fps if the sites gain hardline internet in the future. I have updated the site-specific requirements
accordingly.

Q56. Bid Due Date: With the number of additional cameras you’re adding and the number of questions received
during the site visits, do you anticipate changing the Bid Due Date?

A: Yes, with Addendum 1 the bid opening date has been changed to May 27, 2021 at 3pm.

Q57: Will bid due date be extended?

A: Yes, with Addendum 1 the bid opening date has been changed to May 27, 2021 at 3pm.

Q58: What are desired recording frame rates?

A: Please anticipate new cameras will use 30fps when calculating storage needs with the exception of two
sites. When installing additional cameras at the two gate sites with cellular data connections (Sites 15 and
23), I anticipate reducing the frame rate on those cameras to 4fps, but the cameras should be capable of
30fps if the sites gain hardline internet in the future. I have updated the site-specific requirements
accordingly.

Q59: What is the desired percentage of motion used for storage calculations? Typically, public facility bids use
50% motion for indoors and 80% motion for outdoors.

A: Each site and camera will be different. To estimate storage needs, you may estimate motion
percentage as 50% interior motion and 80% exterior motion. I have updated requirement 8.1
accordingly.
Q60: After 30 days of storage for the 90-day storage facilities, can the stored frame rate be reduced by half? Example. Recording storing the video at 10 FPS for 30 days. Day 31-90 stores the same video at only 5 FPS, thus reducing storage requirements.

A: For public safety sites, keep the frame rate at the same rate throughout the 90-day retention period.

Q61: Do the stand-alone sites require the same VMS System software as the built-up site wide system?

A: For ease of use, the same brand is preferred.

Q62: Can a mix of camera brands be used, or is it the intent of the city to have all cameras from one manufacture?

A: Given the continuing cameras are from differing manufacturers, not all cameras will be from the same manufacturer at the end of this project. New cameras from different manufacturers are acceptable so long as each meets the specified requirements and all work with the VMS.

Q63: Can a procedure of access requirements be provided for the KDPS headquarters? I.E. Check in. Tools check in, required 1 on 1 coordination scheduling.

A: I have updated the access requirement information for Site 8, KDPS Headquarters.

Q64: In section 8.7 “Provide Alerts”. What types of alerts or conditions for alerts would the city like? Can spreadsheet on a per camera basis be provided?

A: The alert conditions are only movement in a selected section of the camera view during a particular time period. For example, when movement occurs for a particular City Hall door after hours, send an email notice to the security guard at a particular email. I anticipate an iterative process of stakeholders providing needs, contractors providing training, and City IT staff performing configuration. As such, it is difficult to provide a final alert list before implementation.

Q65: In section 8.9 “Granular permissions” How granular? Can a breakdown of Active directory user groups be provided so an accurate amount of programming time can be quoted?

A: I anticipate less than ten AD user groups would be involved. Viewer rights for groups at Public Safety, Harrison, Stockbridge, City Hall, Parks; and Administration accounts for IT users; and perhaps a couple specialized groups. City of Kalamazoo IT will create and manage the AD groups; we just need to be able to reference the groups within the VMS and allocate appropriate camera access for those groups.

Q66: Will VPN access to the camera system be provided/Allowed for the setup of the system and warranty/service?

A: For implementation, we can provide VPN access. For ongoing support, we’d prefer on-demand remote access rather than VPN.

Q67: Is there a specific CAT6 cable and patch cable color?

A: Standard blue for CAT6 installations is acceptable. The City has not established a patch cable color for security cameras. Please avoid red, which denotes network uplinks.
Q68: For the stand-alone sites. Will the city have pre-planned network assignments so the camera can be programmed with the correct IP addresses for when the building eventually sits on the network, no additional configuration at the camera will be needed?

A: If the site is already on the city fiber network, City of Kalamazoo IT will allocate IP addresses for the new cameras and make any VLAN and routing programming necessary. For stand-alone sites, please use a consistent IP scheme for local use in that facility. For example, use 192.168.152.1/24 for the NVR and increment the last octet as you add cameras. The City understands that we’ll have to re-IP the cameras if the site is attached to the network in the future.

Q69: Will any existing Cameras need to have their IP addresses updated?

A: For sites with existing cameras, the cameras will retain their existing IPs.

Q70: Will any existing cameras need their firmware updated?

A: City of Kalamazoo IT will assume responsibility for updating firmware for existing cameras.

Q71: Will any existing cameras need to be re-aimed and focused?

A: Existing cameras do not need to be re-aimed and focused.

Q72: Does the city have existing IP cameras usernames and passwords?

A: Yes, the city has records of existing IP camera login credentials.

Q73: Will the existing IP cameras that do not meet current spec need to be replaced?

A: To keep the project price under budget, we anticipate retaining existing PoE cameras and integrating them with the video management system that would come out of this project.

Q74: Will we be responsible for ceiling tile replacement? If so, what about custom tiles that might be discontinued?

A: This is a question just for the KDPS Crosstown location. I have inquired about the City’s stores of the different tiles involved and found that we have sufficient store of the tiles in question or can easily obtain them. Given this, the City will provide replacement ceiling tiles when removing a camera and not replacing it. Ceiling tiles damaged due to contractor mistake or misuse will be replaced at the contractor’s expense. I have updated the site information accordingly. By the way, the dimension of the Crosstown Lobby tiles is actually 2x4 feet; the beveling in the tile itself gives the illusion that it is a thinner, non-standard size.

Q75: Will we be responsible for making any existing wiring look better or bringing it up to code?

A: The only site where existing IP wiring needs to be replaced is the existing camera on the roof of City Hall. Given the historical preservation concerns at that site, the City needs that temporary camera install to meet the same standard as the new cameras at City Hall. At site 18 (Water station 25), the City will elect to reuse the existing CAT5 cable rather than run replacement cable.
Q75: Will a dedicated UPS be required for the servers?

A: The Crosstown Datacenter has an existing Vertiv 15kVA UPS that is running at about 50% capacity. Beyond the UPS, the Crosstown site has automated backup generators. I don’t anticipate additional UPS needs for central server or storage.

Questions 76 to 83 refer to Sites 01/02/07/16/18/19/20/21/22/25:
Q76: Can plastic tubing be used instead of conduit? It’s still sealed like conduit, but easier to install.

A: Public Services has expressed their requirement to have EMT conduit used at their water facilities (sites 1, 2, 4, 18, 19, 20, 25).

At the Kik pool (Site 7), Schedule 40 PVC raceways are acceptable where needed here. Check requirements 8.16 through 8.23 to determine if conduit is required.

At the KDPS Nazareth Training Facility (Site 16), Schedule 40 PVC raceways are acceptable where needed here. Check requirements 8.16 through 8.23 to determine if conduit is required.

At the Golf course (Site 21), use PVC surface mount raceways inside the clubhouse.

At the KDPS Shooting Range (Site 22), conceal interior cabling within EMT conduit within the range area. Outside the range area, drop ceiling is available.

I have updated the work package lists for these sites accordingly.

Q77: Will network rack be provided by City? Can we get the specs if so? and
Q78: Will 120V power be provided to network rack by city?

A: At public services sites that are not on the city network, the City will provide the enclosure and 110V power. These sites include:

Site #1 – Water Station 24, Al Sabo Land Preserve
Site #2 – Blakeslee Tank
Site #18 – Pump Station 25
Site #19 – Pump Station 31
Site #20 – Pump Station 39
Site #25 – Water Tower and Pump Station 22

For sites that are on the city network, and have city-provided PoE switches available, no enclosure or separate power drop are needed. These sites include:

Site #4 – Central Well Field
Site #5 – City Hall
Site #6 – Harrison Facility
Site #8 – KDPS Headquarters
Site #9 – KDPS Station 1 (anticipated)
Site #10 – KDPS Station 2
Site #11 – KDPS Station 3
Site #12 – KDPS Station 45
Site #13 – KDPS Station 6
Site #14 – KDPS Station 7
Site #15 – Leaf Dump Gate
Site #17 – Parks and Recreation
Site #23 – Schippers Gate
Site #24 – Stockbridge Facility
For sites that are not on the city network, do not have city-provided PoE switches available for added cameras, and are not Public Services sites, the contractor will provide the enclosure and power drop (if a power drop is needed). These sites include:
Site #3 – Bronson Park (if enclosure or power needed for wireless cameras)
Site #7 – Kik Pool
Site #16 – KDPS Nazareth Training Facility
Site #21 – Red Arrow Golf Course
Site #22 – KDPS Shooting Range
I have updated the work package lists for these sites accordingly. I don’t have the enclosure specs for the public services sites on hand now, but I can provide them before implementation.

Q79: Since the stand-alone sites will eventually end up on the city network and the cameras will be transferred from the stand-alone NVR to the city servers, will a city PoE network switch be provided and installed in the panel? If this is the case, then a city network PoE switch will not need to be provided when the building gets network.

A: As the timing for adding stand-alone sites to the city network is not set, we’ll wait to add network gear. We understand that adding and configuring a switch, and readdressing the cameras will be part of the future onboarding process for those sites.

Q80: Will the city provide a laptop for personnel to use for the stand-alone sites, or will a monitor be required with the NVR at each site?

A: The City will provide a laptop, desktop, or monitor for each site if and as needed.

Q81: Will the city provide the patch panel?

A: If the site has an existing patch panel, please use that. Jacks are a contractor expense. If the site does not have a patch panel, the cable may be terminated at the switch, NVR, or PoE injector as appropriate.

Q82: Will a network jack be needed on the outside of the panel for personnel to plug their pc into for easy access without getting into the network cabinet?

A: A good thought, but unnecessary.

Q83: How will the UPS be sized? Just to handle power bumps or for long periods of times?

A: Please size the UPS for stand-alone sites to provide a minimum of 4 hours of power.

Questions 84-86 are regarding Site 3, Bronson Park:
Q84: Will a UPS need to be installed at this site?

A: As this site is connected to the city network, City of Kalamazoo IT will provide a UPS if and when needed.
Q85: Currently the network switch will not handle the more than 1 additional camera. If two cameras are added, will the city provide another switch on the network or upgrade the existing switch to the standard on other sites?

A: As this site is connected to the city network, City of Kalamazoo IT will provide a larger PoE switch if and when needed. As the two additional cameras would communicate wirelessly and ideally over the existing wireless link, my current thought is that a larger switch is not needed.

Q86: Can lower branches on trees be trimmed to get a good view of the courthouse and the side street?

A: The City will coordinate tree trimming needs with its Public Services Department and the Tree Committee. I’ve already spoken with our forestry supervisor who is looking into several sites. Don’t plan on a guarantee of tree trimming, but we’ll make best efforts. Most sites that would need trimming are anticipated to be implemented during 2022, so there is time to coordinate this with the appropriate departments and committees.

Questions 87 to 88 relate to Site 04, Central Well Field:
Q87: Can plastic tubing be used instead of conduit? It’s still sealed like conduit, but easier to install.

A: Public Services has expressed their requirement to have EMT conduit used at their water facilities, including Central Well Field (Site 4).

Q88: Can tree branches be trimmed?

A: The City will coordinate tree trimming needs with its Public Services Department and the Tree Committee. I’ve already spoken with our forestry supervisor who is looking into several sites. Don’t plan on a guarantee of tree trimming, but we’ll make best efforts. Most sites that would need trimming (including site 4) are anticipated to be implemented during 2022, so there is time to coordinate this with the appropriate departments and committees before implementation.

Questions 89 to 91 relate to Site 05, City Hall:
Q89: Can direct burial cable be used on the roof?

A: For City Hall, I’ve conferred with the historical preservation coordinator regarding their requirements. Conceal exterior cable in EMT. Any penetrations into the roof wall or floor must be well-sealed and waterproof. Prefer supporting EMT in mortar joints if available. Sealant should generally color-match the existing limestone. Cable that routes under the living roof must be ground-rated, even if it is concealed in EMT. I have added this to the City Hall site requirements.

Q90: Can we mount into the limestone on the roof?

A: Due to the historic nature of the building, specific camera installation locations and methods must be used. Locate cameras at the four corners of the roof using parapet mounts. Camera parapet mounts may be posted into the inside limestone wall or deck of the roof as long as the mount points are well-sealed and waterproof. Sealant should generally color-match the existing limestone. Prefer posting into mortar joints if available. In all cases cabling should be installed without mounting to a surface that is visible to the public on the outside of City Hall. I have added this to the City Hall site requirements.
Q91: Will we be required to properly mount the existing camera?

A: The only site where existing IP wiring needs to be replaced is the existing camera on the roof of City Hall. Given the historical preservation concerns at that site, the City needs that temporary camera install to meet the same standard as the new cameras at City Hall.

Q92: Regarding Site 06, Will we have to replace the existing network cable to gate cameras with underground cat6?

A: The Harrison Street gate camera is already PoE. While we will replace the camera as it is currently damaged, the ethernet cabling does not need to be replaced there. However, the two Mosel Street gate cameras are confirmed to have coaxial cabling, so cabling from the box at the gate to the cameras will need to be changed from coax to cat6 as well as replacing the two Mosel Street cameras.

Questions 93 to 95 regard Site 08, KDPS Headquarters.

Q93: Need updated list of cameras.

A: I’ve done you one better. In the addendum (Attachment C), I’ve rebuilt the Headquarters site maps to provide overview maps as well as detail maps. It also contains a section listing each room, the room description, and how many cameras are to be removed from the room and replaced in the room, and whether we are adding any cameras to a room that has not previously had cameras.

Q94: There are some microphones in the lobby that will need to be demoed. This will leave a hole in the ceiling/wallpaper. Can these microphones be abandoned in place or who is responsible for patching?

A: Follow up questions for you: Are the microphones in the drywall rather than the ceiling tiles? Given that we’ll probably want to have remote microphones for the lobby anyway, would we reuse them? If we would not reuse them, I’ll have to check on the drywall patching for you.

Q95: Can we get a detailed layout of the evidence room and shelf layout. The current drawings are not very clear and hard to use. This goes for the rest of the building also.

A: Yes, there are a slate of new overview and detail maps for Headquarters in the addendum (Attachment C).

Q96: Regarding Site 09 (KDPS Station 1) Is it safe to assume the network room will be on the first floor in the middle of building?

A: The location of the network room is not accurately known. Given the layouts of Stations 3 and 6, which are roughly the same age, assume that the network room is in the basement.

Questions 97 and 98 regard Site 12 (KDPS Station 45):

Q97: Is there constant power to light poles?

A: Switched power (not constant) is available on the parking lot light poles.

Q98: For the processing bay, does KDPS want to get the area from multiple angles as different things are being processed in the area at the same time?

A: Yes, that is a good observation. Work on the vehicles may occur in various places in the bay, and vehicles and equipment in the bay may interfere with one camera, so multiple cameras are warranted.
Q99 Regarding site 24 (Stockbridge), we need an updated list of cameras to be replaced and existing cameras.

A: I have a revised camera inventory for Stockbridge, which includes notes whether a camera needs to be replaced. The construction we noticed during the tour actually is replacing some cameras ahead of this project. Those new cameras are noted in the inventory to allow storage calculations to be accurate. There are still a few coaxial cameras at Stockbridge that will need to be replaced. Please see the map and inventory for identification.

If you have any question related to this addendum please contact Jon Thurn, IT at (269) 337-8290.

The Addendum can be viewed and downloaded from the City’s website at https://www.kalamazoocity.org/bidopportunities.

**In order for a bid to be responsive, this addendum must be returned with your bid.**

If you have already submitted your bid, acknowledge receipt and acceptance of this addendum by signing in the place provided and returning it to the undersigned and it shall be incorporated in your bid. Please identify your return envelope with the bid reference number and project description.

Sincerely,

Michelle Emig
Purchasing Division Manager

c: Jon Thurn, IT

FIRM: ____________________________  SIGNED: ____________________________

NAME: __________________________  DATE: __________________________

(Type or Print)
THE CITY OF KALAMAZOO
DEPARTMENT OF INFORMATION TECHNOLOGY

ADDENDUM #2
ATTACHMENT A

REVISED
SECTION II
PROPOSAL AND AWARD

City Security Camera Project

Bid Reference #: 68002-003.0
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 Video Camera Management System (VMS), including servers, software, licensing, and maintenance or all cloud server costs: $____

Written amount or write “not bidding” on component: ________________

**Video Storage**

Proposed Cost for Video Storage for VMS: $____

Including SAN, drives, licensing and maintenance or all cloud storage costs: ________________

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 and camera licensing**

(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

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: _________________________________________
THE CITY OF KALAMAZOO
DEPARTMENT OF INFORMATION TECHNOLOGY

ADDENDUM #2
ATTACHMENT B

REVISED
SECTION III
SCOPE OF WORK – CITY SECURITY CAMERA PROJECT

City Security Camera Project

Bid Reference #: 68002-003.0
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 plenum 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 network-connected 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, 7275 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

<table>
<thead>
<tr>
<th>No.</th>
<th>Milestone</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Proposal Posting</td>
<td>4/6/2021</td>
</tr>
<tr>
<td>2.</td>
<td>Proposal Opening</td>
<td>5/27/2021</td>
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<tr>
<td>3.</td>
<td>City Contract Approval</td>
<td>6/7/2021</td>
</tr>
<tr>
<td>4.</td>
<td>City Notice to Proceed</td>
<td>6/21/2021</td>
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<tr>
<td>5.</td>
<td>Vendor Equipment Orders</td>
<td>6/30/2021</td>
</tr>
<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>
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<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>
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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.

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. DELIVERABLES

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 Network Video Recorder (NVR).
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 within 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 NVRs at offline locations.

7.7 (Redundant second server requirement removed.)

7.8 Provide video storage for VMS. See 8.14 and 8.15 for server and storage requirements.

7.9 (Backup requirement removed.)

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 1080P resolution or better. Cameras will have 30fps frame rate. Cameras will be stationary (PTZ cameras are not included in this project). (To estimate storage needs, contractor may estimate motion percentage as 50% interior motion and 80% exterior motion).

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 contractor solution will configure the following options:

8.6 Have a mobile application available for remote viewing, but do not set up or implement the mobile application in this project.

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 for a minimum of 50 users to a maximum of unlimited users.

8.10 Share custom camera views by groups.

8.11 Provide a pre- and post-recording buffer of 30 seconds 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.

Server Requirements:

8.14 If physical, server power supplies must be redundant and hot-swappable. Server will use mirrored drives (RAID 1) for OS and application software. If physical, server will have redundant, bonded network interfaces. The City will provide backup of the sitewide application server(s) (if on premises) through our existing Veeam environment, excluding the video recordings. Cloud-based servers must have similar fault-tolerance capabilities. If the server features (excluding video storage) can be virtualized, hosting a VM in the City’s existing VMWare infrastructure is an available option.
Storage Requirements
8.15 If physical, storage power supplies must be redundant and hot-swappable. Storage SAN must be within an array that will survive a double hard drive failure (RAID6, RAID10, or similar). If physical, storage will have redundant, bonded network interfaces. Cloud-based storage must have similar fault-tolerance capabilities. Assume 10% growth in storage needs per year over 5 years.

Conduit and Rough-in requirements:
8.16 If cable can be concealed within existing ceiling spaces, accessible walls, or in the ceiling joists, conduits are not required for horizontal cable runs. The contractor shall be responsible for any rough-ins required to conceal vertical cabling. The contractor shall also be responsible for wall penetrations, back-boxes for cameras and all related hardware.

8.17 Unless noted in site-specific requirements, use EMT conduit for any damp, wet, or corrosive locations. Conduits shall be stubbed to the deck or nearest accessible ceiling space. All conduits are to be neatly installed so as not to interfere with the operation of the facility, any existing equipment or systems, nor to inhibit the removal or maintenance of any existing equipment or systems. Any exterior or underground cabling shall be outdoor-rated, even if installed in conduit.

8.18 Wall penetrations are the responsibility of the contractor. All wall, floor, and roof penetrations need to have conduit or EZ-Path sleeves. All penetrations between dissimilar temperature spaces shall be PVC and sealed off using galvanized seal fittings with fill plugs and compound or fill conduit with duct seal to prevent condensation.

8.19 Install pull strings in conduit for ease of pulling additional cabling.

Cabling:
8.20 The contractor shall be responsible for providing and installing Category 6 plenum-rated ethernet cable, jacks, housings, and patch cords per EIA/TIA cabling standards. Cabling shall be installed at 90-degree angles and supported in accordance with NEC standards. There shall be no junctions or splices in the cable. Where no cable tray exists, the contractor will be responsible for providing cable hangers, such as caddy clips, j-hooks, or bridle rings. Attaching cable to existing conduits, suspended ceiling tile hangers, or stapling of cable is unacceptable.

8.21 Cabling shall be verified and tested. Certification is not necessary.

Electrical Permit:
8.22 The City requires electrical permits for all low voltage work including network cable installation, and the City does charge for permits at its own facilities. The contractor is not required to have an electrical license to obtain the permit as long as it is for low voltage wiring only and they are primarily engaged in the business. All work is to be installed according to NFPA 70, 2017 Edition (The National Electrical Code) as adopted by the Michigan State Electrical Code.

8.23 The contractor is responsible for applying for required electrical permits at each applicable sites, including rough-in inspection, final inspection, re-inspection, and all other permit fees. The application and schedule of fees is available at https://www.kalamazoocity.org/docman/forms/building-construction/172-electrical-permit-application

Other:
8.24 Implement VMS camera location mapping if available. The city can provide GIS shapefiles or PDF files of most building floorplans.
• 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 Pre-Proposal Meeting shall be conducted via Zoom on Tuesday, April 13, 2021 at 3:00 PM EDT. This 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 Craig Hull, Buyer at (269) 337-8444. This does not relieve the proposers, however, from the requirements of Item 3, Page 1.
THE CITY OF KALAMAZOO
DEPARTMENT OF INFORMATION TECHNOLOGY

ADDENDUM #2
ATTACHMENT C

REVISED SPECIFICATIONS

City Security Camera Project

Bid Reference #: 68002-003.0
Site Overview

Current status as of 4/14/2021:
No security cameras present. No network access present.

Access to the site is obtained through prior scheduling with City’s project manager.

The City will provide and install an enclosure on the interior west wall. The City will install a NEMA 5-15 outlet within the enclosure and provide power to the outlet.

The City will provide a computer (if needed) for reviewing video.

Work packages:
1. Purchase, configure, and install PoE security cameras to cover exterior of building, main entrance, and parking area as highlighted in red in site detail map, 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 30-second pre- and post-buffer.
   1e. If network access is added in future, cameras should be able to trigger alert notifications on motion.
   1f. Cameras should have 30fps frame rate.

2. Purchase, configure, and install NVR unit in provided enclosure with sufficient storage for 30 days of historical video.
Purchase and install Cat6 plenum cabling between cameras and NVR to provide power and communication.

3a. Conceal interior cabling within EMT conduit.

3b. Verify and test cabling.

3c. Exterior connections should be watertight.

4. Purchase and install a UPS to provide battery backup sufficient for 4 hours.
Current status as of 4/14/2021:
No security cameras present. No network access present.

Access to the site is obtained through prior scheduling with City’s project manager.

The City will provide and install an enclosure on an interior wall. The City will install a NEMA 5-15 outlet within the enclosure and provide power to the outlet.

The City will provide a computer (if needed) for reviewing video.

The City will mount an additional pole to top of building for camera mounting. Dimensions will be determined later but may be 10 feet tall by 2 in. diameter.
Work packages:
1. Purchase, configure, and install PoE security cameras to cover well field property and property across street to the south. 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 30-second pre-and post-buffer.

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

1f. Cameras should have 30fps frame rate.

2. Purchase, configure, and install NVR unit in provided enclosure with sufficient storage for 30 days of historical video.

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

3a. Conceal interior cabling within EMT conduit.

3b. Verify and test cabling.

3c. Exterior connections should be watertight.

4. Purchase and install a UPS to provide battery backup sufficient for 4 hours.
Current status as of 4/19/2021:
Seven existing Axis and Avigilon security cameras are present, connected to an existing Avigilon system housed at City Hall. Existing cameras east of the stage use a wireless link to connect with stage equipment room. Existing wireless antennas at stage can accommodate additional wireless camera feeds. Stage equipment room connects to City Hall network by fiber.

If needed, the City will provide a larger PoE switch.

Non-switched power is available on light poles.

The City will coordinate tree trimming needs with its Public Services Department and the Tree Committee.
Work packages:
1. Purchase, configure, and install PoE security cameras to cover areas 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 30-second pre-and post-buffer.

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

1f. Cameras should have 30fps frame rate.

2. Send video over wireless link to stage and thence to the central server, retaining 30 days of historical video. If an enclosure or power is needed for the wireless equipment, the contractor will provide the enclosure or power drop.
**Current status** as of 4/14/2021:
Nine existing Axis, Panasonic and Sony security cameras are present, interior and exterior. The building is connected to the city fiber network.

The light on south exterior wall lights at night and has constant (non-switched) power.

Access to the site is obtained through prior scheduling with City’s project manager.

The City will coordinate tree trimming needs with its Public Services Department and the Tree Committee.
Work packages:
1. Purchase, configure, and install PoE security cameras to cover building east entrance, east parking area, north parking area, north west side of building and well houses, as highlighted in red, avoiding recording private property. Cameras should be exterior grade and waterproof.

Also, replace the Sony and Panasonic IP cameras

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 30-second pre-and post-buffer.

1e. Cameras should be able to trigger alert notifications on motion and mask motion to particular areas.

1f. Cameras should have 30fps frame rate.

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

3. Purchase and install Cat6 plenum cabling between cameras and existing PoE switches in network room to provide power and communication.

3a. In areas without a drop ceiling, conceal interior cabling within EMT conduit. Office and network room are only rooms with drop ceiling.

3b. Verify and test cabling.

3c. Exterior connections should be watertight.
Site #5 City Hall, 241 W South St, Kalamazoo

Basement and existing cameras

1st floor and existing cameras

TREASURY WINDOWS

Audio Recording

2nd floor and existing cameras

CMO RECEPTION DESK

Audio Recording

3rd floor and existing cameras
Current status as of 4/19/2021:
Existing security cameras are present, interior and exterior. The site is on the city’s fiber network. No coaxial cameras are present at this site. One camera is present on roof, watching the ballot drop box.

Access to the site is obtained through prior scheduling with City’s project manager.

There are LED lights that shine upwards along the front façade of City Hall at night.

The City will coordinate tree trimming needs with its Public Services Department and the Tree Committee.
Site #5 City Hall, 241 W South St, Kalamazoo (continued)

**Work packages:**

1. Purchase, configure, and install PoE security cameras to cover exterior of building as highlighted in read, including the Treasurer Drop Box at north of building. Avoid recording private property. Cameras should be exterior grade and waterproof.

Due to the historic nature of the building, specific camera installation locations and methods must be used. Locate cameras at the four corners of the roof using parapet mounts. Camera parapet mounts may be posted into the inside limestone wall or deck of the roof as long as the mount points are well-sealed and waterproof. Sealant should generally color-match the existing limestone. Prefer posting into mortar joints if available.

In all cases cabling should be installed without mounting to a surface that is visible to the public on the outside of City Hall.

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 30-second pre-and post-buffer.

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

1f. Cameras should have 30fps frame rate.

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

3. Purchase and install Cat6 plenum cabling between new cameras and existing Panduit patch panel in 4th floor network room. Patch from panel to switches to provide power and communication.

3a. Replace existing cable to ballot drop box camera on roof and permanently mount parapet mount.

3b. Verify and test cabling.

3c. Exterior connections should be watertight.

3d. Conceal exterior cable in EMT. Any penetrations into the roof wall or floor must be well-sealed and waterproof. Prefer supporting EMT in mortar joints if available. Sealant should generally color-match the existing limestone. Cable that routes under the living roof must be ground-rated, even if it is concealed in EMT.

4. Purchase and install remote microphones outside the Treasury office windows on the 1st floor. Enable audio recording at the camera near the City Manager Office (CMO) reception desk on the 2nd floor. Areas to have audio recording are marked in green on the maps.
Site #6 Harrison Facility, 1415 Harrison St, Kalamazoo (continued)

Building 6 Administration 1st floor interior

Building 6 Administration 2nd Floor Interior

NETWORK ROOM
Site #6 Harrison Facility, 1415 Harrison St, Kalamazoo (continued)

Mosel Street Gate

Building 28, Exterior and Interior
Building 24 Maintenance & Building 2 Solid Handling
Current status as of 4/19/2021: Security cameras present at multiple buildings at site. Multiple buildings at site are connected to city fiber network.

Access to the site is obtained through prior scheduling with City’s project manager.

The City will coordinate tree trimming needs with its Public Services Department and the Tree Committee.

Work packages:
1. Purchase, configure, and install PoE security cameras to cover marked 2nd floor interior hallways of administration building, east and west side roads of Process Control Building, road to north of Building 24 Maintenance, and north-south road connecting Building 24 and Building 5 as highlighted in red. In addition, replace south gate camera and both Mosel street gate cameras. Avoid recording private property. Cameras should be exterior grade and waterproof.

Replace existing gate cameras (Harrison Street PoE camera and two Mosel Street coaxial cameras).

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 30-second pre- and post-buffer.

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

1f. Cameras should have 30fps frame rate.

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

3. Purchase and install Cat6 plenum cabling between new cameras and existing Panduit patch panel. Patch from panel to existing PoE switches to provide power and communication.

3a. Where drop ceilings are not present, conceal interior cabling within EMT conduit.

3b. Verify and test cabling.

3c. Exterior connections should be watertight.

3d. Remove coaxial and power cabling used by replaced cameras.
Mosel Street Cabinet (fiber from Harrison network provides connectivity for two coaxial cameras.) We will be replacing both cameras in this project. The City will provide an appropriate PoE switch for the cabinet.
Current status as of 4/19/2021:
Existing exterior security cameras present. Cellular network access present.

Access to the site is obtained through prior scheduling with City’s project manager.

NEMA 5-15 outlets are available in Staff Office, which is just inside staff entrance.

The City will provide a computer or monitor (if needed) for reviewing video.
**Work packages:**

1. Add three additional cameras to cover south staff entrance, north main entrance, and concession counter as highlighted in red. Concession counter camera is intended to record cash handling.

   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 30-second pre- and post-buffer.

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

   1f. Cameras should have 30fps frame rate.

2. Purchase and install enclosure in staff office.

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

4. Purchase and install Cat6 plenum cabling between cameras and DVR to provide power and communication. If conduit is required under requirements 8.16 through 8.23, Schedule 40 PVC conduit is acceptable here.

   4a. Verify and test cabling.

   4b. Exterior connections should be watertight.

5. Connect existing pole cameras to NVR via wireless link. Or replace existing cameras if they will not integrate with new NVR.

6. Purchase and install a UPS to provide battery backup sufficient for 4 hours.
Site # 8 KDPS Headquarters, 150 E Crosstown Pkwy, Kalamazoo

KDPS HQ External cameras
Current status as of 4/15/2021:
Three different systems of coaxial security cameras present (Geoffrey/Panasonic/Coban). Building is connected
to city fiber network. Coaxial runs for Geoffrey and Panasonic systems terminate in 2nd floor AV room. Coaxial
runs for Coban system terminate in 1st floor Network Room.

The camera mapping for Site 8 – KDPS Headquarters displays cameras that we would like to see at the end of
the project rather than existing cameras. Please see “Camera Count by Room” below for total of cameras
removed, replaced, and added.

The City will provide replacement ceiling tiles when removing a camera and not replacing it. Ceiling tiles
damaged due to contractor mistake or misuse will be replaced at the contractor’s expense.

The City will coordinate tree trimming needs with its Public Services Department and the Tree Committee.

Access notes:
Access to the site is obtained through prior scheduling with City’s project manager.

As noted earlier in section III, Scope, paragraph 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. Required forms and information on Security Awareness training is found
below in Attachment E.

Beyond the background check, training, and required forms, the Public Safety Headquarters building has
additional security concerns due to its sensitive nature.

Contractor staff needing access to evidence areas on 1st or 2nd floors need to be supervised one-on-one by
evidence technician staff. A maximum of three evidence technician staff are available at any one day. Schedule
access needs ahead of time with the City’s project manager. Contractor staff will sign-in and sign-out whenever
entering or exiting evidence areas.

Contractor staff needing access to arrest booking areas on 1st floor need to check-in and check-out with an
Operations command officer, showing the officer the contractor’s tools. This helps ensure the safety of officers
and suspects entering the work area.

Replacement cameras must be brought online before (or within one hour after) existing camera infrastructure is
removed.
Site # 8 KDPS Headquarters, 150 E Crosstown Pkwy, Kalamazoo (continued)

1st Floor east overview

1st Floor west detail
1st floor booking area detail

BOOKING

AUDIO RECORDING THROUGHOUT HIGHLIGHTED AREA

2nd Floor east overview

QUARTERMASTER ROOM

AV ROOM
2nd Floor east lab and evidence area detail

2nd Floor east evidence area detail
Work packages:
1. Purchase, configure, and install PoE security cameras to replace existing coaxial cameras in exterior of building and Public Safety portion of interior. Please see maps for camera locations. Add camera to cover gated parking lot, including access gate as highlighted in red in exterior map. 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 area, as marked in yellow on maps.

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 30-second pre- and post-buffer.

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

1f. Cameras should have 30fps frame rate.

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 Panduit patch panels. Patch from panels to existing city-provided PoE switches to provide power and communication.

3a. Verify and test cabling.

3b. Exterior connections should be watertight.
4. Remove coaxial, power, and audio cabling used by replaced cameras.

**Camera count by room**

**1st Floor**
Room 181 (Records Front Office): Add 2 new cameras.
Room 182 (Office / Old Fingerprint Room): Remove 2 cameras.
Corridor 190 (Outside Records / Outside Lobby): Remove and replace 2 cameras.
Room 213 (Lobby): Remove 7 cameras. Replace with 4 cameras.
Corridor 228/238 (Outside loading dock): Remove and replace 2 cameras.
Corridor 266/267 (Outside operations entrance): Remove 4 cameras. Replace with 3 cameras.
Room 271 (Juvenile Detention): Remove and replace 1 camera.
Room 273/274 (Large Garage): Remove 6 cameras. Replace with 3 cameras.
Room 275 (Small Garage): Remove and replace 1 camera.
Room 276 (Evidence bulk receiving): Add 1 new camera.
Room 277 (Armory): Add 1 new camera.
Corridor 278/283 (Booking Wing): Remove 5 cameras. Replace with 3 cameras.
Room 279 (Booking): Remove 8 cameras. Replace with 4 cameras.
Room 281A (Holding): Remove 2 cameras. Replace with 1 camera.
Room 281B (Holding): Remove 2 cameras. Replace with 1 camera.
Room 282 (Vault): Add 2 new cameras.
Room 284 (Evidence bike storage): Remove and replace 3 cameras.

**1st Floor Total:** Remove 45 cameras. Replace with 28 cameras. In addition, add 6 new cameras to rooms that did not previously have cameras.

**2nd Floor**
Corridor 405 (Outside locker rooms / Outside CID): Remove and replace 2 cameras.
Corridor 420 (Outside lab): Remove and replace 2 cameras.
Room 443 (Evidence Intake, evidence side): Remove 1 camera. Replace with 2 cameras.
Room 444 (Soiled Evidence Intake): Add 1 new camera covering door, lockers, and work table.
Room 446 (Evidence Intake, officer side): Remove and replace 2 cameras.
Room 449 (Evidence staff break room): Remove and replace 2 cameras.
Corridor 451 (Inside Evidence): Remove and replace 2 cameras.
Room 453 (Evidence Storage room): Remove and replace 2 cameras.
Room 454 (Evidence CSC room): Remove and replace 2 cameras.
Room 455 (Evidence General storage/room 8): Remove 9 cameras. Replace with 11 cameras.
Room 456 (Evidence Homicide room): Remove and replace 8 cameras.
Room 457 (Evidence High security storage): Remove 11 cameras. Replace with 12 cameras.
Room 458 (Evidence Bulk storage): Add 3 new cameras.
Corridor outside room 458: Remove and replace 1 camera.

**2nd Floor Total:** Remove 44 cameras. Replace with 48 cameras. In addition, add 4 new cameras to rooms that did not previously have cameras.

**Exterior**
Remove and replace 9 exterior cameras.
Add camera(s) necessary to cover gated parking lot and access gate.
All exterior cameras should be wide-angle, but not fisheye.
Current status as of 4/21/2021:
No security cameras present. Building not currently connected to City Fiber network. The site is planned to be renovated in 2022, which will include reconnecting the site to the city’s fiber network.

The location of the network room is not accurately known. Given the layouts of Stations 3 and 6, which are roughly the same age, assume that the network room is in the basement.

The City will coordinate tree trimming needs with its Public Services Department and the Tree Committee.

Access to the renovated site is obtained through prior scheduling with City’s project manager.

Similar with Station 2, we should be able to coordinate a mutually-agreeable time for camera installation before the walls and ceilings are concealed.
Site # 9 KDPS Station 1, 116 W Cedar St, Kalamazoo (continued)

**Work packages:**

1. Purchase, configure, and install PoE security cameras to cover exterior of building, approaches to main and rear entrances, the east exterior stairwell, and parking lots as highlighted in red, 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 30-second pre- and post-buffer.

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

1f. Cameras should have 30fps frame rate.

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.

3a. Verify and test cabling.

3b. Exterior connections should be watertight.
**Current status** as of 5/3/2021:
Building will be newly-constructed in 2022, which will include connecting to the city’s fiber network.

As part of the construction project for this station five cameras (1080P) will be installed. We are not adding additional cameras for this site in the City Camera Project. Please account for camera license count and storage needs in the VMS quote.

The network room will be on the second floor next to the maintenance area.

Access to the renovated site is obtained through prior scheduling with City’s project manager.

**Work packages:**
1. Send recorded video to central server with sufficient storage for 90 days of historical video.
**Current status** as of 4/21/2021:
Arlo security camera is preset. Building is connected to city fiber network.

The City will remove the existing Arlo camera.

Access to the site is obtained through prior scheduling with City’s project manager.

Existing conduit between 1st floor and basement network room is filled to capacity. Network gear will remain in the basement, so new data cable runs must find alternate routes.
Work packages:
1. Purchase, configure, and install PoE security cameras to cover exterior of building, entrances, exterior stairwell, and parking lots, as highlighted in red 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 30-second pre- and post-buffer.

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

1f. Cameras should have 30fps frame rate.

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 Panduit patch panel. Patch from panel to existing City PoE switch to provide power and communication.

3a. Verify and test cabling.

3b. Exterior connections should be watertight.
Current status as of 4/21/2021:
No security cameras preset. Main building connected to city fiber network. Barn has no existing network connection to main building.

Access to the site is obtained through prior scheduling with City’s project manager.

Switched power (not constant) is available on the parking lot light poles.

The City will coordinate tree trimming needs with its Public Services Department and the Tree Committee.
Work packages:
1. Purchase, configure, and install PoE security cameras to cover exterior of buildings, approaches to entrances, interior barn processing bay, and parking lots as highlighted in red, 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 30-second pre- and post-buffer.

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

1f. Cameras should have 30fps frame rate.

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

2a. Connect cameras in barn to main building through wireless link.

3. Purchase and install Cat6 plenum cabling between cameras and existing Panduit patch panel. Patch from panel to existing City PoE switches to provide power and communication.

3a. Verify and test cabling.

3b. Exterior connections should be watertight.
Current status as of 4/15/2021:
No security cameras preset. Building connected to city fiber network.

Access to the site is obtained through prior scheduling with City’s project manager.
Work packages:
1. Purchase, configure, and install PoE security cameras to cover exterior of building, approaches to entrances, radio tower, north exterior stairwell and parking lots as highlighted in red, 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 30-second pre- and post-buffer.

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

1f. Cameras should have 30fps frame rate.

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 Panduit patch panel. Patch from panel to existing City PoE switch to provide power and communication.

3a. Verify and test cabling.

3b. Exterior connections should be watertight.
Current status as of 4/15/2021:
One security camera is preset at site, watching drop box in front of building and approach to side entrance. Building connected to city fiber network.

Access to the site is obtained through prior scheduling with City’s project manager.
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.

   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 30-second pre- and post-buffer.

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

   1f. Cameras should have 30fps frame rate.

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 Panduit patch panel. Patch from panel to existing City PoE switch to provide power and communication.

   3a. Verify and test cabling.

   3b. Exterior connections should be watertight.
**Current status** as of 4/22/2021:
One Vivatec 180 security camera is present, watching the external approach to the gate. Existing camera is connected to Internet via cellular modem.

Access to the site is obtained through prior scheduling with City’s project manager.

**Work packages:**
1. Purchase, configure, and install an additional PoE camera watching the approach to the gate from the inside.

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 30-second pre- and post-buffer.

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

1f. Cameras should have 30fps frame rate. If network is still cellular-based at the time of implementation reduce recorded framerate on camera as needed for performance.
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.

3a. Verify and test cabling.

3b. Exterior connections should be watertight.
Site Overview

**Current status** as of 4/22/2021:
Unrelated security cameras present for monitoring training. These will not be integrated into the building security camera system. City will remove existing Arlo cameras.

No network access is present at this facility. There is no existing network connection between the storage buildings and the simulation building.

Power is accessible at south-west corner of the simulation building.

There is a radio pole at the south of the simulation building used for water system communications. Cameras and wireless antennas can be mounted to the pole.

Access to the site is obtained through prior scheduling with City’s project manager.

**Work packages:**
1. Purchase, configure, and install PoE security cameras to cover storage building doors and exterior equipment as well as entrance drive 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 30-second pre-and post-buffer.
   
   1e. If network access is added in future, cameras should be able to trigger alert notifications on motion.
   
   1f. Cameras should have 30fps frame rate.

2. Purchase and install an enclosure for the NVR unit in the south-west corner room. If needed, install a power drop for the enclosure.

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

4. Purchase and install Cat6 plenum cabling between cameras and NVR to provide power and communication.
Site # 16 Nazareth Training Facility (KDPS), 300 Nazareth Rd, Kalamazoo (continued)

4a. Verify and test cabling.

4b. Exterior connections should be watertight.

Storage Buildings

Simulation Building
**Site # 17 Parks and Recreation, 251 Mills St, Kalamazoo**

**Current status** as of 2/28/2021:
Six Axis security cameras preset connected to existing ExacqVision system. Buildings connected to city fiber network.

Access to the site is obtained through prior scheduling with City’s project manager.

**Work packages:**
1. Purchase, configure, and install PoE security cameras to cover interior reception desk of administration building and exterior of maintenance building, 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 30-second pre- and post-buffer.
   1e. Cameras should be able to trigger alert notifications on motion.
   1f. Cameras should have 30fps frame rate.
   1g. Enable audio recording at reception desk.
Site # 17 Parks and Recreation, 251 Mills St, Kalamazoo (continued)

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 Panduit patch panel to provide power and communication. Patch from panel to existing City PoE switch to provide power and communication.

3a. Verify and test cabling.

3b. Exterior connections should be watertight
Site # 18 Pump Station 25, 7275 E H Ave, Kalamazoo

Site Overview

Site Detail
**Current status** as of 4/22/2021:
There are five security cameras present connected to an existing NVR unit connected by cat5 cable. This site has no access to the City fiber network.

Access to the site is obtained through prior scheduling with City’s project manager.

The City will provide and install an enclosure on the interior office south wall. An existing NEMA 5-15 outlet is present on the wall.

The City will provide a computer (if needed) for reviewing video.

**Work packages:**
1. Purchase, configure, and install PoE security cameras to replace existing cameras. 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 30-second pre- and post-buffer.
   1e. If network access is added in future, cameras should be able to trigger alert notifications on motion.
   1f. Cameras should have 30fps frame rate.

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

3. Reuse existing cat5 cable for new cameras.
   3c. Exterior connections should be watertight.

4. Purchase and install a UPS to provide battery backup sufficient for 4 hours.
Current status as of 4/14/2021:
Two exterior coaxial security cameras are present with an existing DVR. No network access is present at this site.

Access to the site is obtained through prior scheduling with City’s project manager.

The City will provide and install an enclosure on the interior office south wall. The City will install a NEMA 5-15 outlet within the enclosure and provide power to the outlet.

The City will provide a computer (if needed) for reviewing video.
Site # 19 Pump Station 31, 745 Prairie Ave, Kalamazoo (continued)

**Work packages:**
1. Purchase, configure, and install PoE security cameras to cover roadside exterior of buildings, NE interior of Pumping Building, as highlighted in red. In addition, replace the two existing cameras, 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 30-second pre- and post-buffer.

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

   1f. Cameras should have 30fps frame rate.

2. Purchase and configure replacement NVR unit, retraining 30 days of historical video.

3. Purchase and install Cat6 plenum cabling between new and replacement cameras and NVR to provide power and communication.

   3a. Conceal interior cabling within EMT conduit.

   3b. Verify and test cabling.

   3c. Exterior connections should be watertight.

4. Purchase and install a UPS to provide battery backup sufficient for 4 hours.
Site Overview

Current status as of 4/14/2021:
No security cameras present. No network access present.

Access to the site is obtained through prior scheduling with City’s project manager.

The City will provide and install an enclosure an interior wall. The City will install a NEMA 5-15 outlet within the enclosure and provide power to the outlet.

The City will provide a computer or monitor (if needed) for reviewing video.

Work packages:
1. Purchase, configure, and install PoE security cameras to cover exterior of chemical building, chemical building main entrance, door of corrugated booster 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 30-second pre- and post-buffer.

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

1f. Cameras should have 30fps frame rate.
2. Purchase, configure, and install NVR unit in city-provided enclosure with sufficient storage for 30 days of historical video.

3. Purchase and install Cat6 plenum cabling between cameras and NVR to provide power and communication.

3a. Conceal interior cabling within EMT conduit.

3b. Verify and test cabling.

3c. Exterior connections should be watertight.

4. Purchase and install a UPS to provide battery backup sufficient for 4 hours.
Current status as of 4/19/2021:
No security cameras are present at this site. Current Internet access (DSL) is insufficient for streaming.

There is no existing chase running between the clubhouse and storage shed.

Access to the site is obtained through prior scheduling with City’s project manager.

The City will provide a computer or monitor (if needed) for reviewing video.

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. Cameras need not be tamper-resistant.

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 30-second pre-and post-buffer.

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

1f. Cameras should have 30fps frame rate.
Site # 21 Red Arrow Golf Course, 1041 King Hwy, Kalamazoo (continued)

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

2a. Install enclosure in clubhouse for NVR unit. Powered outlets are available in the clubhouse.

3. Purchase and install Cat6 plenum cabling between cameras and NVR unit to provide power and communication.

3a. Conceal clubhouse interior cabling within PVC surface mount raceways.

3b. Verify and test cabling.

3c. Exterior connections should be watertight.

4. Purchase and install a UPS to provide battery backup sufficient for 4 hours.
Current status as of 4/22/2021:
No security cameras present. No network access present.

Power outlet is available on south wall of gun-cleaning room.

Access to the site is obtained through prior scheduling with City’s project manager.

The City will provide a computer or monitor (if needed) for reviewing video.
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 30-second pre- and post-buffer.
   1e. If network access is added in future, cameras should be able to trigger alert notifications on motion.
   1f. Cameras should have 30fps frame rate.
2. Purchase, configure, and install NVR unit with sufficient storage for 90 days of historical video.
3. Purchase and install Cat6 plenum cabling between cameras and NVR to provide power and communication.
   3a. In range area, conceal interior cabling within EMT conduit.
   3b. Verify and test cabling.
   3c. Exterior connections should be watertight.
4. Purchase and install a UPS to provide battery backup sufficient for 4 hours.
**Site # 23 Schippers Gate, 301 Nazareth Rd, Kalamazoo**

**Current status** as of 4/22/2021:
One security camera present, watching the approach from outside the gate. Connected to internet via Cradlepoint cellular modem.

Nazareth Training Facility is 550 feet north of Schippers gate.

Access to the site is obtained through prior scheduling with City’s project manager.

**Work packages:**
1. Purchase, configure, and install an additional PoE camera watching approach from inside 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 30-second pre- and post-buffer.

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

   1f. Cameras should have 30fps frame rate. If network is still cellular-based at the time of implementation reduce recorded framerate on camera as needed for performance.

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.

3a. Verify and test cabling.

3b. Exterior connections should be watertight.
Site Overview

Current status as of 4/15/2021: Existing interior and exterior security cameras are present. The site is connected to the city fiber network.

Access to the site is obtained through prior scheduling with City’s project manager.

The Stockbridge facility is undergoing construction and some cameras are being replaced within a different project. The specifications of the cameras that are to be replaced or added are listed in the camera inventory, but may not appear in the map.
Stockbridge Vehicle Shop, interior and exterior cameras

Stockbridge Storage / "Ice Rink", interior and exterior cameras
Work packages:
1. Add cameras to cover area to south of main office building along Stockbridge Ave. to cover exterior of building as highlighted in red, avoiding recording private property. Exterior cameras should be exterior grade and waterproof.

In addition, replace 3 existing coaxial security cameras with PoE security cameras as labeled on site plans.

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 30-second pre- and post-buffer.

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

1g. 1f. Cameras should have 30fps frame rate.

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 Panduit patch panels. Patch between panels and city-provided PoE switch to provide power and communication.

3a. Verify and test newly-installed cabling.

3b. Exterior connections should be watertight.

4. Remove coaxial, power, and audio cabling used by replaced cameras.
Site Overview

Current status as of 4/14/2021:
No security cameras present. No network access present. There are no plans to mount an additional pole at this facility.

Access to the site is obtained through prior scheduling with City’s project manager.

The City will provide and install an enclosure on the interior west wall. The City will install a NEMA 5-15 outlet within the enclosure and provide power to the outlet.

The City will provide a computer or monitor (if needed) for reviewing video.
Work packages:
1. Purchase, configure, and install PoE security cameras to cover exterior of pump building and road toward water tower 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 30-second pre- and post-buffer.

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

1f. Cameras should have 30fps frame rate.

2. Purchase, configure, and install NVR unit in provided enclosure with sufficient storage for 30 days of historical video.
3. Purchase and install Cat6 plenum cabling between cameras and NVR to provide power and communication.

3a. Conceal interior cabling within EMT conduit.

3b. Verify and test cabling.

3c. Exterior connections should be watertight.

4. Purchase and install a UPS to provide battery backup sufficient for 4 hours.
THE CITY OF KALAMAZOO
DEPARTMENT OF INFORMATION TECHNOLOGY

ADDENDUM #2
ATTACHMENT D

REVISED
CAMERA INVENTORY

City Security Camera Project

Bid Reference #: 68002-003.0
### Bronson Park Existing Cameras

<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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<tbody>
<tr>
<td>East Light Pole</td>
<td>Axis</td>
<td>P3367</td>
<td></td>
<td>30</td>
<td>2592x1944</td>
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<td>North Side A</td>
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### Central Well Field Existing Cameras

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<th>Camera Name</th>
<th>Type</th>
<th>Model</th>
<th>Firmware</th>
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<th>Resolution</th>
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<tbody>
<tr>
<td>Central Chemical Storage Room</td>
<td>AXIS VAPIX</td>
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<td>Central Motor Control Center</td>
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<td>Central Gravity Filter Cell 1</td>
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<td>Central Gravity Filter Cell 2</td>
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### City Hall Existing Cameras

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<th>Camera Name</th>
<th>Type</th>
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<th>Frame Rate</th>
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<td>Camera Name</td>
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<td>Model</td>
<td>Firmware</td>
<td>Frame Rate</td>
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Harrison Facility Existing Camera

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**KDPS Headquarters Existing Camera**

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KDPS Station 7 Existing Camera

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Kik Pool Existing Cameras

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Leaf Dump Gate Existing Camera

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Schipper’s Gate Existing Camera

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<td>1920x1080</td>
<td>JPEG</td>
</tr>
<tr>
<td>SB South Garage Doors from Fleet</td>
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<tr>
<td>SB Main Conference Room 1</td>
<td>AXIS</td>
<td>P3245-LV</td>
<td>30</td>
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</tr>
<tr>
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<tr>
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<td>H.264</td>
<td></td>
</tr>
<tr>
<td>Camera Name</td>
<td>Type</td>
<td>Model</td>
<td>Firmware</td>
<td>Frame Rate</td>
<td>Resolution</td>
<td>Format</td>
</tr>
<tr>
<td>-------------------------------------</td>
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<tr>
<td>SB Crew Room South</td>
<td>AXIS</td>
<td>P3245-LV</td>
<td>30</td>
<td>1920x1080</td>
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<td>SB Crew Room North</td>
<td>AXIS</td>
<td>P3245-LV</td>
<td>30</td>
<td>1920x1080</td>
<td>H.264</td>
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<tr>
<td>SB Garage North to south</td>
<td>AXIS</td>
<td>P3245-LV</td>
<td>30</td>
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<tr>
<td>SB 2nd floor West Stairwell</td>
<td>AXIS</td>
<td>P3245-LV</td>
<td>30</td>
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<tr>
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<td>AXIS</td>
<td>P3245-LV</td>
<td>30</td>
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<td>H.264</td>
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<tr>
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**Parks and Recreation Existing Cameras**

<table>
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<tr>
<th>Camera Name</th>
<th>Type</th>
<th>Model</th>
<th>Firmware</th>
<th>Frame Rate</th>
<th>Resolution</th>
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<td>Mayor’s Riverfront Entrance</td>
<td>AXIS VAPIX</td>
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**Pump Station 25 Existing Cameras**

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<th>Model</th>
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<td>Northern Video</td>
<td>TVIVFDIR120</td>
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<td>Northern Video</td>
<td>TVIVFDIR120</td>
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<td>Northern Video</td>
<td>TVIVFDIR120</td>
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<td>int pedestrian door</td>
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<td>TVIVFDIR120</td>
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**Pump Station 31 Existing Cameras**

<table>
<thead>
<tr>
<th>Camera Name</th>
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<tr>
<td>Replace Camera</td>
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<td>Coax</td>
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</table>
THE CITY OF KALAMAZOO
DEPARTMENT OF INFORMATION TECHNOLOGY

ADDENDUM #2
ATTACHMENT E

VENDOR BACKGROUND PAPERWORK
(to be completed by vendor-assigned staff after contract award)

City Security Camera Project

Bid Reference #: 68002-003.0
Vendor Background Overview

Our Criminal Justice Information System (FBI CJIS) regulations prescribe that all non-police staff and vendors undergo a fingerprint-based background check, complete Security Awareness Training, and complete several forms before being given unescorted physical access to police facilities or logical access to police data systems.

Required paperwork includes completing the CJIS Security Addendum, a confidentiality agreement, a release of information agreement for doing the background check, and an agency-specific acceptable use of CJIS systems agreement. The confidentiality agreement will require a notary signature. We can process the fingerprints at the Kalamazoo Public Safety Headquarters building, there are also notaries on-site at KDPS for the confidentiality agreement.

Staff and vendors with logical access to Public Safety Data Systems must complete approved Security Awareness Training. Details on how to complete the training are provided below. Staff with only physical access to secure locations, may sign the attached “Security Awareness Acknowledgment for Personnel with only Physical Access to Physically Secure Locations” document in lieu of the training.

Details of the FBI CJIS Security Policy are available online.
https://www.fbi.gov/services/cjis/cjis-security-policy-resource-center

Security Awareness Training for Personnel
with Logical Access to Public Safety Data Systems

To access the Security Awareness Training provided by the Michigan State Police, first go to the MI-Train website and create an account.
https://www.train.org/mi-train

Once you have an account created, you may find a class by searching for its course ID number. Go through the following classes in order until you complete the class required for your level of access. The lower-level classes are prerequisites for the higher-level ones, so they should be completed in order. It should take about 2 hours to complete all the courses.

- Level 1 Course ID: 1068644
- Level 2 Course ID: 1068692
- Level 3A Course ID: 1068696
- Level 3B Course ID: 1068699
- Level 4 Course ID: 1068700

When complete, please provide a copy of the PDF certificate from your level 4 class to the City’s Project Manager.
CONFIDENTIALITY AGREEMENT

I, _______________________________________ acknowledge that the nature of my duties while employed by Kalamazoo Public Safety or while working as a vendor or contractor at Kalamazoo Public Safety may afford me access to sensitive and/or confidential information and that by signing this agreement; I hereby agree to abide by the conditions of this agreement.

Criminal justice information and/or criminal justice information systems and their supporting networks are classified resources. As prescribed by law, access to criminal justice information and/or criminal justice information systems includes but is not limited to: network systems; routers and switches, applications and the data obtained from these resources is restricted to official business. Access requires authorization and a need to know. Authority to access this information can only be granted by the Chief of Police or his designee.

I have been briefed and fully understand that during the course of my duties I may become privy to criminal justice information and acknowledge that I am bound to protect this information at all times to include my separation from employment or service at Kalamazoo Public Safety.

Furthermore, I agree to protect the integrity of the information I may have become privy to from any criminal justice information resource and/or criminal justice information system in addition to the networks that support these networks and understand that by unlawfully accessing, acquiring or disclosing any information about this sensitive information, I will become subject to criminal prosecution in addition to any other penalties that are prescribed by law.

__________________________________________  ___________________
Signature                                                                 Date

__________________________________________  ___________________
Witness Signature                                                                 Date

Notary

State of Michigan                                                                 County of Kalamazoo

Before me personally appeared the said ________________________________________
Who says they executed the above instrument of their own free will and accord and with full knowledge of the purpose therefore.

Sworn and subscribed in my presence the _____ day of _____________ 20____.

My commission expires ___________________     _________________________

Notary Public
BACKGROUND AUTHORIZATION REQUEST FOR CONTRACTORS, VENDORS and NON-Criminal Justice Employees who have access to Criminal Justice Information Systems and/or facilities

Individuals who have direct or indirect access to the Criminal Justice Information Systems (LEIN/NCIC) shall submit to a background check prior to having unescorted access. This background check will include a state and federal fingerprint check. The Kalamazoo Department of Public Safety will determine, based upon state and federal guidelines, whether access will be granted.

By signing this authorization, the applicant grants permission to the Kalamazoo Department of Public Safety and any other public or private entity to conduct a background check for the express purpose of determining whether the applicant is eligible to access Criminal Justice Information Systems. The background search will include, but is not limited to, arrests, criminal charges, criminal convictions and information regarding criminal justice contacts.

I affirm that I have read and fully understand the above paragraphs and I consent to the aforementioned background check.

Signature ________________________________ Date ____________________

<table>
<thead>
<tr>
<th>Requested by</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate for</td>
<td>Position</td>
</tr>
<tr>
<td>Agency</td>
<td>☐ Temporary Employee</td>
</tr>
<tr>
<td>Name of Candidate – Last</td>
<td>First</td>
</tr>
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<td>Apartment Number</td>
</tr>
<tr>
<td>City</td>
<td>State</td>
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<td>Social Security Number</td>
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<td>Driver License Number</td>
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<tr>
<td>Race</td>
<td>☐ White</td>
</tr>
<tr>
<td>☐ Hispanic</td>
<td>☐ Asian/Pacific Islander</td>
</tr>
</tbody>
</table>

THIS INFORMATION IS CONFIDENTIAL. DISCLOSURE OF CONFIDENTIAL INFORMATION IS PROTECTED BY THE FEDERAL PRIVACY ACT.
The goal of this document is to augment the CJIS Security Policy to ensure adequate security is provided for criminal justice systems while (1) under the control or management of a private entity or (2) connectivity to FBI CJIS Systems has been provided to a private entity (contractor). Adequate security is defined in Office of Management and Budget Circular A-130 as “security commensurate with the risk and magnitude of harm resulting from the loss, misuse, or unauthorized access to or modification of information.”

The intent of this Security Addendum is to require that the Contractor maintain a security program consistent with federal and state laws, regulations, and standards (including the CJIS Security Policy in effect when the contract is executed), as well as with policies and standards established by the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB).

This Security Addendum identifies the duties and responsibilities with respect to the installation and maintenance of adequate internal controls within the contractual relationship so that the security and integrity of the FBI's information resources are not compromised. The security program shall include consideration of personnel security, site security, system security, and data security, and technical security.

The provisions of this Security Addendum apply to all personnel, systems, networks and support facilities supporting and/or acting on behalf of the government agency.

1.00 Definitions

1.01 Contracting Government Agency (CGA) - the government agency, whether a Criminal Justice Agency or a Noncriminal Justice Agency, which enters into an agreement with a private contractor subject to this Security Addendum.

1.02 Contractor - a private business, organization or individual which has entered into an agreement for the administration of criminal justice with a Criminal Justice Agency or a Noncriminal Justice Agency.

2.00 Responsibilities of the Contracting Government Agency.

2.01 The CGA will ensure that each Contractor employee receives a copy of the Security Addendum and the CJIS Security Policy and executes an acknowledgment of such receipt and the contents of the Security Addendum. The signed acknowledgments shall remain in the possession of the CGA and available for audit purposes. The acknowledgement may be signed by hand or via digital signature (see glossary for definition of digital signature).

3.00 Responsibilities of the Contractor.

3.01 The Contractor will maintain a security program consistent with federal and state laws, regulations, and standards (including the CJIS Security Policy in effect when the contract is executed and all subsequent versions), as well as with policies and standards established by the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB).

4.00 Security Violations.

4.01 The CGA must report security violations to the CJIS Systems Officer (CSO) and the Director, FBI, along with indications of actions taken by the CGA and Contractor.

4.02 Security violations can justify termination of the appended agreement.

4.03 Upon notification, the FBI reserves the right to:
a. Investigate or decline to investigate any report of unauthorized use;

b. Suspend or terminate access and services, including telecommunications links. The FBI will provide the CSO with timely written notice of the suspension. Access and services will be reinstated only after satisfactory assurances have been provided to the FBI by the CGA and Contractor. Upon termination, the Contractor's records containing CHRI must be deleted or returned to the CGA.

5.00 Audit

5.01 The FBI is authorized to perform a final audit of the Contractor's systems after termination of the Security Addendum.

6.00 Scope and Authority

6.01 This Security Addendum does not confer, grant, or authorize any rights, privileges, or obligations on any persons other than the Contractor, CGA, CJA (where applicable), CSA, and FBI.

6.02 The following documents are incorporated by reference and made part of this agreement: (1) the Security Addendum; (2) the NCIC 2000 Operating Manual; (3) the CJIS Security Policy; and (4) Title 28, Code of Federal Regulations, Part 20. The parties are also subject to applicable federal and state laws and regulations.

6.03 The terms set forth in this document do not constitute the sole understanding by and between the parties hereto; rather they augment the provisions of the CJIS Security Policy to provide a minimum basis for the security of the system and contained information and it is understood that there may be terms and conditions of the appended Agreement which impose more stringent requirements upon the Contractor.

6.04 This Security Addendum may only be modified by the FBI, and may not be modified by the parties to the appended Agreement without the consent of the FBI.

6.05 All notices and correspondence shall be forwarded by First Class mail to:

Information Security Officer

Criminal Justice Information Services Division, FBI

1000 Custer Hollow Road

Clarksburg, West Virginia 26306
CERTIFICATION

I hereby certify that I am familiar with the contents of (1) the Security Addendum, including its legal authority and purpose; (2) the NCIC Operating Manual; (3) the CJIS Security Policy; and (4) Title 28, Code of Federal Regulations, Part 20, and agree to be bound by their provisions.

I recognize that criminal history record information and related data, by its very nature, is sensitive and has potential for great harm if misused. I acknowledge that access to criminal history record information and related data is therefore limited to the purpose(s) for which a government agency has entered into the contract incorporating this Security Addendum. I understand that misuse of the system by, among other things: accessing it without authorization; accessing it by exceeding authorization; accessing it for an improper purpose; using, disseminating or re-disseminating information received as a result of this contract for a purpose other than that envisioned by the contract, may subject me to administrative and criminal penalties. I understand that accessing the system for an appropriate purpose and then using, disseminating or re-disseminating the information received for another purpose other than execution of the contract also constitutes misuse. I further understand that the occurrence of misuse does not depend upon whether or not I receive additional compensation for such authorized activity. Such exposure for misuse includes, but is not limited to, suspension or loss of employment and prosecution for state and federal crimes.

_______________________________________  ________________
Printed Name/Signature of Contractor Employee  Date

_______________________________________  ________________
Printed Name/Signature of Contractor Representative  Date

_______________________________________
Organization and Title of Contractor Representative
Acceptable Access/Use of CJIS System/System Data Policy

1.0 Overview

The intention for publishing an acceptable access and use of CJIS systems/system data policy is not to impose restrictions that are contrary to Kalamazoo Public Safety’s established culture of openness, trust, and integrity. Kalamazoo Public Safety is committed to protecting its employees, partners and the company from illegal or damaging actions by individuals, either knowingly or unknowingly. Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, world-wide web browsing, File Transfer Protocol, and National Crime Information Center access are the property of the Federal Bureau of Investigation, Michigan State Police and Kalamazoo Public Safety. These systems are to be used for business purposes in serving the interests of the agency in the course of normal operations. Effective security is a team effort involving the participation and support of every Kalamazoo Public Safety employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user and/or system’s technician to know these guidelines and to conduct their activities accordingly.

2.0 Purpose

The purpose of this policy is to outline the acceptable access and use of CJIS systems/systems and/or computer equipment at Kalamazoo Public Safety. These rules are in place to protect the employee and Kalamazoo Public Safety. Inappropriate/unauthorized access and/or use exposes Kalamazoo Public Safety to risk including virus attacks, compromises of the network systems and services, and legal issues.

3.0 Scope

This policy applies to employees, contractors, consultants, temporary staff, and other workers at Kalamazoo Public Safety, including all personnel affiliated with NCIC and third parties. This policy applies to all equipment that is owned, leased or accessed by Kalamazoo Public Safety.

4.0 General Use and Ownership

1. While Kalamazoo Public Safety’s network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the corporate systems remains the property of the Kalamazoo Public Safety. Because of the need to protect Kalamazoo Public Safety’s network, management cannot guarantee the confidentiality of information stored on any network device belonging to or used by Kalamazoo Public Safety.

2. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees should consult their supervisor or management.

3. Kalamazoo Public Safety recommends that any information that a user considers sensitive or vulnerable (e.g., residual NCIC information on a computer terminal that has access to the internet and CJIS information) be encrypted. For guidance on information classification, refer to the CJIS Information Classification Policy.

4. For security and network maintenance purposes, authorized individuals within Kalamazoo Public Safety may monitor equipment, systems and network traffic at any time, per Kalamazoo Public Safety Audit Policy.

5. Kalamazoo Public Safety reserves the right to audit the network and systems on a periodic basis to ensure compliance with this policy.
4.1 Security and Proprietary Information

1. The user interface for information contained on Internet/Intranet/Extranet-related systems should be classified as either confidential or non-confidential, as defined by agency confidentiality guidelines. Examples of confidential information include, but are not limited to: NCIC information, state criminal history information, agency personnel data, etc. Employees should take all necessary steps to prevent unauthorized access to this information.

2. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. Please review the Service Division Password Policy for guidance.

3. All personal computers, laptops, and workstations should be secured with password-protected screen savers with an automatic activation feature, set at ten minutes or less, or by logging off (control-alt-delete) when the computer is unattended.

4. Because information contained on portable computers is especially vulnerable, special care should be exercised. Protect laptops in accordance with "Laptop Security Policy".

5. All devices used by all employees/contractors that are connected to the Kalamazoo Public Safety Internet/Intranet/Extranet, whether owned by the employee or Kalamazoo Public Safety, shall be continually executing approved virus-scanning software with a current database.

6. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.

4.2 Unacceptable Use

Under no circumstances is an employee of the City of Kalamazoo, Kalamazoo Public Safety or contractor to either the City of Kalamazoo or Kalamazoo Public Safety authorized to engage in any activity that is illegal under local, state, federal, or international law utilizing Kalamazoo Public Safety owned resources.

4.3 System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Access to the Public Safety network and/or CJIS systems requires authorization from the LASO (Captain of Service Division). Unauthorized access, coping, or dissemination of classified or sensitive information (e.g., NCIC information, state criminal information, etc.).

2. Installation of any copyrighted software for which Kalamazoo Public Safety or end user does not have an active license or LASO authorization is strictly prohibited.

3. Installation of any software without preapproval and virus scan is strictly prohibited.

4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, logic bombs, etc.).

5. Revealing your account password to others or allowing use of your account by others.

6. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For the purpose of this policy, “disruption” includes, but is not limited
to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

7. Port scanning or security scanning is expressly prohibited unless prior notification and authorization has been granted by the LASO.

8. Executing any form of network monitoring which will intercept data not intended for the employee’s host, unless this activity is a part of the employee’s normal job/duty.

9. Circumventing user authentication or security of any host, network, or account.

10. Interfering with or denying service to any user other than the employee’s host.

11. Using any program/script/command or sending messages of any kind, with the intent to interfere with or disable a user’s terminal session, via any means, locally or via the Internet/Intranet/Extranet.

15. Providing information about NCIC or list of Kalamazoo Public Safety employees to parties outside Kalamazoo Public Safety.

5.0 Enforcement

Violations of this policy include, but are not limited to: accessing data to which the individual has no legitimate right; enabling unauthorized individuals to access data; disclosing data in a way that violates applicable policy, procedures, or relevant regulations or law; inappropriately modifying or destroying data; inadequately protecting restricted data. Any violation of this policy may result in network removal, access revocation, corrective or disciplinary action, civil or criminal prosecution, and termination of employment.

I have read, acknowledge, and will abide by the information obtained in this document. Furthermore, I agree to protect the integrity of the information I may have become privy to from any criminal justice information resource and/or criminal justice information system in addition to the networks that support these networks and understand that by unlawfully accessing, acquiring or disclosing any information about this sensitive information, I will become subject to criminal prosecution in addition to any other penalties that are prescribed by law.

User (Print Name): ______________________   Date:

User Signature: ______________________   Date:

LASO/Security Officer: ______________________   Date:
I, _____________________________________________, have read the following, or have had it read and explained to me, and understand and agree that:

My duties require me to work or be present in areas where Criminal Justice Information (CJI) may be seen. I realize that this information is sensitive in nature and will not discuss or reveal any CJI to anyone.

CJI refers to state and federal criminal justice data, which may include case/incident information, identity information (including fingerprints and other forms of biometric data), and property (such as vehicle or firearm) data.

Access to or use of CJI (such as viewing, reading, copying, sharing) is strictly limited to official purposes, specifically the administration of criminal justice.

The term “administration of criminal justice” is defined in the CJIS Security Policy as:

“Administration of criminal justice” means the detection, apprehension, detention, pretrial release, post-trial release, prosecution, adjudication, correctional supervision, or rehabilitation of accused persons or criminal offenders. It also includes criminal identification activities; the collection, storage, and dissemination of criminal history record information; and criminal justice employment. In addition, administration of criminal justice includes “crime preventions programs” to the extent access to criminal history record information is limited to law enforcement agencies for law enforcement programs (e.g. record checks of individuals who participate in Neighborhood Watch or “safe house” programs) and results of such checks will not be disseminated outside the law enforcement agency.

My work-related duties, as defined by my employer and understood by me, do not in any way involve the administration of criminal justice, as defined above.

In the course of my work-related duties, I may see or learn of (as by hearing mention of) CJI.

Because I have no responsibility or authority for handling CJI, I will not access, use, view, copy, disseminate, or disclose (in writing or in conversation) CJI, nor will I take part in the physical destruction of CJI. I am aware that doing so would be considered misuse of CJI.

I further understand that misuse of CJI is not limited to situations in which the CJI is used by me or others for purposes or in a manner that could be punished under the criminal laws of the state or of the United States.
I acknowledge that misuse of CJI may subject me to administrative action (such as termination of employment or contract), civil penalties and/or criminal penalties.

I agree and commit that if I hear, see, or otherwise become aware of actual or potential misuse of CJI, or of a situation that may cause or contribute to the misuse of CJI, I will promptly report same to ________________________________ (insert agency designee).

I agree and commit that I will not allow, by action or inaction, the unescorted entry into any secure (protected) area by anyone who is not known to me to be authorized to enter such area.

I have read and understand the information above regarding the importance of protecting CJI, and have asked and received a satisfactory answer to any questions I had concerning the duties and restrictions imposed on me with respect to CJI.

_________________________________________  _______________________________________
Signature of Individual  Date

Company Employing the Individual

I hereby confirm that the above signed individual has read the above document (or had it read to him or her), and been given the opportunity to ask questions. I have answered any questions and/or clarified any issues he or she posed regarding information security requirements.

_________________________________________  _______________________________________
Signature of Criminal Justice Agency Representative  Date

_________________________________________  ____________________________
Criminal Justice Agency  ORI