City of Dublin
Purchasing Department
RFP #13 – 001
Issue Date: May 3, 2013

Automatic License Plate Recognition System
for the Police Department

Proposals due May 28, 2013 @ 2:00 P.M. EST
The City of Dublin is accepting proposals for the purchase and installation of two (2) automatic license plate recognition systems for the Police Department. The systems are to be installed on-site at the City of Dublin Police Department, 635 S. Jefferson St., Dublin, GA 31021. All proposals are due in the Office of the Purchasing Director, 215 Truxton Street, Dublin, Georgia 31021 (P.O. Box 690, 31040) no later than 2:00 p.m., local time prevailing, on Tuesday, May 28, 2013. Only the names of the respondents will be read aloud at that time.

**SYSTEM REQUIREMENTS:**

This request for proposal is for two (2) systems which will be mounted on the patrol car for optimal performance of the system. Demonstration or site testing is required prior to award of the bid.

**The System Minimum Requirements:**

- **Demonstration –**
  - a. System demonstration/site testing is required prior to the award of the bid.

- **Hardware –**
  - a. 3 or 4 camera systems
  - b. Compact, low profile camera
  - c. Variable light condition cameras
  - d. Waterproof and impact resistant
  - e. Cameras to be combination IR/color LPR cameras
  - f. All wiring, cables and equipment necessary for an operational system
  - g. All hardware to be new – no demonstrators or used equipment

- **Software and Site Licensing –**
  - a. Any software subscription/maintenance annual fee must be listed on the pricing sheet
  - b. Unlimited technical support and software maintenance, fixes, patches, upgrades, and utilities per the Product Site License agreement.
  - c. Make unlimited searches for whole or partial license plate numbers
  - d. Capable of generating data reports

- **On-site Installation and Training –**
  - a. Training to include set up, system configuration and demonstration of all product features

- **iOS, Windows and/or Android compatible**

- **Real-time GCIC./NCIC hot file access**

- **Software –**
a. Software to include all applications necessary to operate the complete system
b. Software to include camera control package, Hot-List Management and reporting capabilities.
c. Software to be the latest available version.

- Additional Hot File Integration –
  a. Integration/Hot File Check – SSI
  b. Options for integration into other/future systems

- Warranty –
  a. Manufacturer’s Standard Warranty – copy must be enclosed with proposal
  b. Overnight replacement parts

**QUESTIONS:**
Questions must be in writing and can be mailed to the City of Dublin Purchasing Department, P.O. Box 690, Dublin, GA, 31040, or e-mailed to hardenk@dlcga.com. Questions will be answered and a complete list will be sent to all participating Vendors not later than Monday, May 20, 2013.

**VENDOR SUBMISSION:**
Proposals shall remain valid for a minimum of sixty (60) days from the RFP deadline. Proposal amounts are expected to be for a turnkey solution.

All responses to this Request for Proposal must include the following information describing the Vendor’s proposal:
- Explain in detail how the proposed products meet the system requirements.
- Complete pricing breakdown using a line item pricing structure. Include any necessary components or services that the RFP may not have mentioned
- Any and all labor necessary for complete installation of equipment.
- Summary sheet of proposal pricing, with any alternate pricing clearly marked below the main proposal.
- Specification sheets of cameras, software, and other key components of the Vendor proposal.
- Timeline for installation, training and implementation.

**EVALUATION AND SELECTION PROCESS:**
Proposals will be evaluated by a Review Committee based on the following criteria:
- Vendor’s understanding of the Department’s needs (Points = 20)
- Functionality of the system (Points = 20)
- Total cost including acquisition, implementation and installation (Points = 15)
- Timeliness of installation, training and implementation (Points = 15)
- Expandability of the system (Points = 10)
- Ease of operation (Points = 20)

The Review Committee will evaluate, score and make the selection. The anticipated award date will be Thursday, June 6, 2013.

**INSURANCE AND LICENSURE REQUIREMENTS:**
The successful Vendor must carry and provide proof of General Liability insurance and Workers’ Compensation insurance as required by the State of Georgia.

The successful Vendor must also provide a copy of any state licensure required for this type of work.
INSTRUCTIONS FOR BIDDERS

I. Proposals must be received by the designated date and time. Late proposals will not be accepted.

II. Proposals must be delivered to:

   City of Dublin - Purchasing Department  
P. O. Box 690  
   215 Truxton St.  
   Dublin, GA 31040  
   ATTN: Kris Harden

III. Proposals must be sealed with the RFP number clearly printed on the outside of the envelope.

IV. Proposals must be complete and include:

   A. Completed Proposal Forms  
   B. Executed Affidavit of Non-Collusion  
   C. Executed Bidder's Declaration  
   D. Contractor Affidavit and Agreement

   • All proposals submitted shall be subject to acceptance or rejection and the City of Dublin specifically reserves the right to accept or reject any or all bids, to waive any technicalities and formalities in the bidding.

   • Failure of the bidder to sign the bid or have the signature of any authorized representative or agent on the bid/proposal IN THE SPACE PROVIDED may be cause for rejection of the bid. Signature must be written in ink. Typewritten or printed signatures are not acceptable.

   • All submittals should be tabulated, totaled and checked for accuracy. The unit price will prevail in case of errors.

   • If only one proposal is received, the RFP will be forwarded to the Mayor and Council for a determination to accept and award or to reject and re-bid.

   • Bids requiring bid bonds will not be read or considered if bond is not enclosed. Bond may be in the form of cash, certified check, cashier’s check or Surety Bond issued by a Surety Company licensed to conduct business in Georgia.

   • Payment terms are N30 unless otherwise stated in the bid.

   • Bidders shall submit all required forms and information simultaneously
with sealed bids, which forms and information become a part of the property of the City of Dublin and will not be returned to bidders unless a written request to withdraw is received prior to the designated date and time of the bid opening.

- It shall be the responsibility of all bidders to indicate the brand name and model or series number of the product offered and to furnish with their bid such specifications, catalog pages, brochures, or other data that will provide an adequate basis for determining the quality and functional capabilities of the product offered. **Failure to provide the requested data or product demonstrations and/or sample may be considered valid justification for rejection of proposal.**

- All bidders must be recognized and authorized dealers in the materials or equipment specified and be qualified to advise in their application or use. A bidder at any time requested must satisfy the Purchasing Office and City Council that he has the requisite organization, capital, plant, stock, ability and experience to satisfactorily execute the contract in accordance with the provisions of the contract in which he is interested.

- When requested, SAMPLES will be furnished free of expense, properly marked for identification and accompanied by a list where there is more than one sample. The City reserves the right to mutilate or destroy any samples submitted whenever it may be in the best interest of the City to do so for the purpose of testing.

- The unauthorized use of patented articles is done entirely at risk of successful bidder.

- Only the latest model equipment as evidenced by the manufacturer’s current published literature will be considered. Obsolete models of equipment not in production will not be acceptable. Equipment shall be composed of new parts and materials. Any unit containing used parts or having seen any service other than the necessary tests will be rejected. In addition to the equipment specifically called for in the specifications, all equipment catalogued by the manufacturer as standard or required by the State of Georgia shall be furnished with the equipment. Where required by the State of Georgia Motor Vehicle Code, vehicles shall be inspected and bear the latest inspection sticker of the Georgia Department of Revenue.

- A contract will not be awarded to any corporation, firm or individual who is, from any cause, in arrears to the City or who has failed in any former contract with the City to perform work satisfactorily, either as to the character of the work, the fulfillment of the guarantee, or the time consumed in completing the work.
• Contracts may be cancelled by the City with or without cause with 30-day written notice.

• The City of Dublin is a Drug-Free Workplace. If the contractor has more than 1 employee, including contractor, contractor shall provide for such employees a drug-free workplace, as defined under Official Code of Georgia Annotated ("O.C.G.A.") sections 50-24-2(5) and 50-24-3(b), throughout the duration of this agreement.

• Contractors and Sub-Contractors must execute the affidavit included in the RFP package verifying that they have registered and participate in the federal work authorization program to verify information of all new employees, per O.C.G.A. 13-10-90, et.seq., and Georgia Department of Labor Regulations rule 300-10-02.

• **PLEASE NOTE:** We encourage you to save paper. It is not necessary to return this entire document with your response. Please return only the relevant pages on which your company has included a response along with other required documentation.
NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the bid:

STATE OF _________________
COUNTY OF _______________

_________________________________________________________
Owner, Partner or Officer of Firm

_________________________________________________________
Company Name, Address, City and State

being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the bidder to submit the attached bid. Affiant further states as bidder, that they have not been a party to any collusion among bidders in restraint of competition by agreement to bid at a fixed price or to refrain from bidding. Affiant also states as bidder, that they have not been a party to any collusion with any officer of the City of Dublin or any of their employees as to quantity, quality or price in the prospective contract; and that discussions have not taken place between bidders and any office of the City of Dublin or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed bid for:

___________________________________
Firm Name
___________________________________
Signature
___________________________________
Title

Subscribed and sworn to before me this ______ day of ______________________, 20____.

___________________________________
Notary Public
BIDDER'S DECLARATION

The bidder understands, agrees and warrants:

That the bidder has carefully read and fully understands the full scope of the specifications.

That the bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.

That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to the scheduled bid opening, but may not be withdrawn after such date and time.

That the City of Dublin reserves the right to reject any or all bids and to accept that bid which will, in its opinion, best serve the public interest. The City of Dublin reserves the right to award the bid to separate bidders when more than one item appears on the schedule. The City of Dublin reserves the right to waive any technicalities and formalities in the bidding.

That the bidder understands that these specifications are the minimum requirements and must be met or exceeded in order to be considered by the City of Dublin. The bidder acknowledges that the item bid is suitable for the intended application.

That by submission of this bid the bidder acknowledges that the City of Dublin has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the bidder.

If a partnership, a general partner must sign.

If a corporation, the authorized corporate officer(s) must sign and the corporate seal must be affixed to this bid.

BIDDER:

__________________________________________________________________________  __________
Name                                      Title

__________________________________________________________________________  __________
Name                                      Title

AFFIX CORPORATE SEAL (if applicable)
TERMS AND CONDITIONS – REQUEST FOR PROPOSALS

1. CHANGES: No change will be made to this invitation except by written modification by the City Purchasing Office. Requests for changes must be in writing and received at least ten (10) calendar days prior to the time set for opening of the bids.

2. FOB POINT: Price to include shipping, packing, crating, and unloading at the address in the RFP. Title to remain with vendor until fully accepted by the City. Goods damaged or not meeting specifications will be rejected and removed at vendor's expense. Concealed damaged goods to remain the property of vendor until replaced or removed at City's direction. All responses received will be F.O.B. Dublin. Due to volume of order, delivery shipment schedule will be coordinated between the successful bidder and the City of Dublin.

3. RISK OF LOSS: Vendor agrees to bear all risk of loss, injury, and destruction of goods and materials ordered herein which occur prior to delivery to include concealed damage; and such loss, injury, or destruction shall not release vendor from any obligation.

4. RFP IDENTIFICATION: All proposals submitted as a result of this invitation must be returned in a sealed envelope with the RFP number on the envelope.

5. WITHDRAWAL OF PROPOSAL: RFP may be withdrawn by written request only, if the request is received prior to the time and date set for the opening of bids. Negligence on the part of the bidder in preparing his bid confers no right of withdrawal or modification of his bid after bid has been opened.

6. BID BONDS: A. Bid Bond: not required  
B. Payment and Performance Bonds: not required

7. SITE INSPECTIONS: When applicable, bidders should inspect the site to ascertain the nature and location of work and the general conditions which could affect the cost of the work. The City will assume no responsibility for representations or understandings made by its officers or employees unless included in this Invitation for Bid. While site inspections are not a mandatory requirement to submit a proposal, vendors are urged to schedule inspections to ascertain all the requirements of this invitation.

8. AWARD OF CONTRACT: Awards will be made to that responsible bidder whose proposal, conforming to the RFP, will be most advantageous to the City. Prices will not necessarily be controlling, but quality, equality, efficiency, delivery, suitability of item(s) offered, maintainability, and reputation of item(s) in general use will also be considered with any other relevant factors. The City reserves the right to reject any and/or all proposals submitted and to waive any technicalities or minor irregularities in bids received. A written award, mailed (or otherwise furnished) shall be deemed to result in a binding contract without further action by either party. Contract(s), if awarded, will be on a lump sum basis or individual item basis, whichever is found to be in the best interest of the City of Dublin.
City of Dublin, Georgia

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Dublin has registered with and is participating in a Federal Work Authorization Program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA P.L. 99-603), in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract the City of Dublin, contractor will secure from such contractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Dublin at the time the subcontractor(s) is retained to provide the service.

________________________________________________
EEV/ Basic Pilot Program* User Identification Number

________________________________________________  __________
BY:  Authorized Officer or Agent      Date

________________________________________________
Title of Authorized Office or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
_______ DAY OF_______________20_____

Notary Public
My Commission Expires: ________________

*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the “EEV/Basic Rule Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in Conjunction with the Social Security Administration (SSA)
City of Dublin, Georgia

**SUBCONTRACTOR AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Dublin has registered with and is participating in a Federal Work Authorization Program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA) P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

________________________________________________
EEV/ Basic Pilot Program* User Identification Number

________________________________________________  __________
BY: Authorized Officer or Agent      Date

________________________________________________
Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
_____DAY OF_________________20_____

Notary Public
My Commission Expires: ________________

*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the “EEV/Basic Rule Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in Conjunction with the Social Security Administration (SSA)
AUTOMATIC LICENSE PLATE RECOGNITION SYSTEM
RFP #13-001

VENDOR QUESTIONNAIRE

Questionnaire must be completed by ALL Vendors and returned with proposal response. Any additional pages provided should be clearly labeled.

1. How long have you been in business?
   ___________________________________________________________

2. Give us background information on your company, including the number of employees available to service the City of Dublin, the closest office location, as well as any financial ratings and reports available. Separate attachment is acceptable.

   A. How many employees are available to service the City of Dublin?
   ___________________________________________________________

   B. Please provide the name and address of your local office:
   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________

3. Have you done similar business with other governmental agencies in the past three (3) years?
   Yes _____________ No _____________
   If yes, name agency and volume of business:
   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________
CLIENT REFERENCE SHEET

References must be provided by ALL responding Vendors using the form below. It is the vendor's responsibility to provide **COMPLETE** and **ACCURATE** reference information on the form below, **INCLUDING FAX NUMBERS AND E-MAIL ADDRESSES**.

1. ____________________________________________________________________________
   Company
   ____________________________________________________________________________
   Address, City, State, Zip Code
   ____________________________________________________________________________
   Telephone Number   Fax Number
   __________________________
   Name of Contact Person   E-Mail Address
   __________________________
   Type of Project and Dates: _________________________________________

2. ____________________________________________________________________________
   Company
   ____________________________________________________________________________
   Address, City, State, Zip Code
   ____________________________________________________________________________
   Telephone Number   Fax Number
   __________________________
   Name of Contact Person   E-Mail Address
   __________________________
   Type of Project and Dates: _________________________________________

3. ____________________________________________________________________________
   Company
   ____________________________________________________________________________
   Address, City, State, Zip Code
   ____________________________________________________________________________
   Telephone Number   Fax Number
   __________________________
   Name of Contact Person   E-Mail Address
   __________________________
   Type of Project and Dates: _________________________________________
BID PRICING FORM
RFP #13-001
Automatic License Plate Recognition System

COMPANY_________________________________________________________
ADDRESS:  _______________________________________________________
CONTACT:  _________________________ PHONE ________________________
E-MAIL:  _____________________________________

1. All Inclusive Cost for System:    $______________________________

Please state camera mounting location: ________________________________

State any software subscription/maintenance annual fee: $__________________

Stated price shall be full compensation for all necessary expenses to complete
the project.

2. Bid Submission MUST include an itemized list of all items used for
this project, including Description, Quantities and Unit Pricing. Please
attach list and mark it RFP 13-001 Automatic License Plate Recognition
System.

3. Bidders should contact the City of Dublin for a system
demonstration. An award will not be made to a vendor who has not
provided a demonstration of the equipment being offered.

Submitted By: ____________________________________
Printed Name: ____________________________________
Title: ___________________________________________
Date: ___________________________________________
NO BID RESPONSE

IF FOR SOME REASON YOU ARE NOT BIDDING ON THIS PROPOSAL, PLEASE COMPLETE THE FOLLOWING AND RETURN TO THE ADDRESS BELOW BEFORE THE BID DEADLINE STATED ON THE ORIGINAL SCHEDULE.

REASON(S) FOR NO BID:

_____CANNOT SUPPLY AT THIS TIME
_____ENGAGED IN OTHER WORK
_____QUANTITY TOO SMALL
_____JOB TOO LARGE
_____CANNOT MEET REQUIRED DELIVERY
_____NOT SUFFICIENT TIME TO PREPARE BID
_____EQUIVALENT NOT PRESENTLY AVAILABLE

OTHER REASON OR REMARKS:

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

____________________
__________________________________
_______________ ______________
COMPANY OR FIRM NAME   SIGNATURE

__________________________________ __________________
TITLE                                                 DATE

RETURN TO: CITY OF DUBLIN
PURCHASING DEPT.
PO BOX 690
DUBLIN, GA  31040