

# County of Henry

P.O. BOX 7  
COLLINSVILLE, VIRGINIA 24078-0007  
<http://www.co.henry.va.us/>

TELEPHONE (276) 634-4670  
FAX (276) 634-4535



MEMBER OF  
VAGP  
NIGP

PURCHASING DEPARTMENT

**DECEMBER 19, 2014  
REQUEST FOR PROPOSAL  
RFP # 15-01143-A148  
HENRY COUNTY PURCHASING DEPARTMENT**

**The Henry County Sheriff's Office** solicits firms to submit proposals for **“Body Worn Cameras.”** The **original** and **five (5)** submittals **(FOR A TOTAL OF SIX (6) PROPOSALS)**, marked **“Body Worn Cameras” RFP #15-01143-A148** will be received in a sealed envelope not later than **3:00 p.m., Local Prevailing Time, January 14, 2015, in the:**

**Purchasing Department, Room 210  
Attn: Carole Jones, Chief Purchasing Agent  
Henry County Administration Building  
P.O. Box 7 (Postal Service)  
3300 Kings Mountain Road (UPS or FedEx)  
Collinsville, VA 24078-0007**

Facsimile and/or electronic proposals will not be accepted. Proposals received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition.

On the contrary, all responsible firms, local, faith-based, minority-owned and female-owned are encouraged to submit a proposal.

The County/PSA reserves the right to reject any or all of the proposals, to waive informalities and to award in part or in whole any or all proposals. Any proposal submitted **MUST** be signed by an individual authorized to bind the offeror.

**RFP #15-01143-A148**

Enclosed is a ***“Proposal Requirements and Non-Collusion Statement”*** that must be signed and returned with the proposal or proposal may be rejected.

If you desire not to quote on this proposal, please forward your acknowledgement of NO PROPOSAL SUBMITTED to the above address. Otherwise, your name shall be removed from our bidders list after three (3) non-responses.

**Contract Period**

A notice of award will be signed and publicly posted once this RFP has been approved. The date on the notice of award will be when the RFP becomes effective (not date of service). Initial contract shall be for the purchase of the 40 units that are indicated on page 6 of this RFP. The County also reserves the right to purchase additional units and supplies that are similar or like the original units purchased, from the awarded vendor until June 30, 2016. Under the VA Procurement Act, the County/PSA reserves the right to negotiate extending this contract for not more than one (1) additional year after original contract terms. **The above terms shall override any other written terms in this RFP and/or verbal comments made during negotiations, unless authorized by Chief Purchasing Agent.**

**Piggy Back Clause**

**This contract shall be available for piggy backing for any other state and local agency or government agency.**

**ILLEGAL ALIENS**

**Vendor promises they will not hire illegal aliens. By signing this proposal document the vendor confirms this promise.**

**CONTACT FOR THIS RFP:**

Please contact persons indicated on page 8 of this RFP for any questions pertaining to this RFP.

**SPECIAL TERMS AND CONDITIONS**

During the performance of any contract awarded pursuant to this RFP, the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, or handicaps, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the operation of the contractor. The Contractor agrees to post in conspicuous places, available to provisions of this nondiscrimination clause.
- B. The Contractor, in all solicitations or advertisements for employees placed on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- C. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

The Contractor shall include in provisions of the foregoing paragraph A, B, and C in every subcontract or purchase order over \$5,000 so that the provisions will be binding upon each subcontractor or vendor.

**PROPOSAL REQUIREMENTS AND NON-COLLUSION STATEMENT**

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia as amended. Futhermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Bid Rigging Act, and Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

I hereby certify that I am authorized to sign as a Representative for the Firm:

NAME OF FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE \_\_\_\_\_

NAME (TYPE/PRINT) \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

TELEPHONE(     ) \_\_\_\_\_

FAX(     ) \_\_\_\_\_

**RFP# 15-01143-A148**

THE 2007 SESSION OF THE VIRGINIA GENERAL ASSEMBLY, PASSED THE HB 1707/SB 1346 BILL, EFFECTIVE ON JULY 1, 2007. HENRY COUNTY IS REQUIRING ALL VENDORS TO ABIDE BY THE FOLLOWING NEW LEGISLATION.

HB 1707/SB 1346

PROVIDES THAT AS A CONDITION OF AWARDING A CONTRACT FOR THE PROVISION OF SERVICES THAT REQUIRE THE CONTRACTOR OR HIS EMPLOYEES TO HAVE DIRECT CONTACT WITH STUDENTS ON SCHOOL PROPERTY DURING REGULAR SCHOOL HOURS, THE SCHOOL BOARD MUST REQUIRE THE CONTRACTOR TO PROVIDE CERTIFICATION THAT ALL EMPLOYEES WHO WILL HAVE DIRECT CONTACT WITH STUDENTS HAVE NOT BEEN CONVICTED OF A FELONY OR ANY OFFENSE INVOLVING THE SEXUAL MOLESTATION OR PHYSICAL OR SEXUAL ABUSE OR RAPE OF A CHILD. THE BILL ALSO PROVIDES THAT THE REQUIREMENT BE WAIVED IN EMERGENCY SITUATIONS WHEN IT IS REASONABLY ANTICIPATED THAT THE CONTRACTOR OR HIS EMPLOYEES WILL HAVE NO DIRECT CONTACT WITH STUDENTS.

PLEASE INDICATE APPROPRIATE BOX BELOW.

\_\_\_\_\_ I AGREE TO ABIDE BY THIS LEGISLATION HB 1707/SB 1346.

\_\_\_\_\_ THIS LEGISLATION DOES NOT APPLY TO THIS SOLICITATION.

THE AWARDED VENDOR MAY BE REQUIRED TO PROVIDE ADDITIONAL PAPERWORK BUT ONLY A SIGNATURE IS NECESSARY AT THIS TIME.

\_\_\_\_\_  
AUTHORIZED VENDOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
PRINTED NAME AND TITLE

**Subcontractor Information**

**Must fill form out completely even if no subcontractors are being used.**

You must check appropriate box below and list any subcontractors that will be used for this RFP# **15-01143-A148** for **Body Worn Cameras for Henry County Sheriff's Office.**

\_\_\_\_\_ I will be using subcontractors. (See list below)

\_\_\_\_\_ I may or may not be using subcontractors. Not sure at this time. If you are the awarded vendor, you are responsible for contacting Commissioner of Revenue's Office at (276-634-4691) with subcontractor information. Payment of invoices is contingent upon receiving required information.

\_\_\_\_\_ I will not be using subcontractors.

1.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

2.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

3.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

4.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

5.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

6.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

**Bidders Company Name** \_\_\_\_\_

**Bidders Authorized Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Bidders Telephone #** \_\_\_\_\_ **Federal ID #** \_\_\_\_\_

\*Note- Add a separate sheet if you need additional space for subcontractors

## Henry County Sheriff's Office

### Request for Proposal Specifications for Body Worn Cameras

#### **Overview:**

The Henry County Sheriff's Office is seeking to find a vendor to provide body worn cameras for the Office. The Office plans on purchasing a minimum of 40 body worn cameras once the vendor is selected and additional units as needed in the future. This Request for Proposal covers the purchase of:

- Body Worn Cameras for recording video and audio contacts with the public. These cameras will be able to be attached to the uniform/vest and will record in daytime and night time conditions.

All body worn cameras to be considered by this Office shall meet all current industry standards. Each vendor shall provide written certification of the features of their body worn camera and provide examples and live performance of the capabilities of the body worn camera.

The selected vendor shall provide professional customer service that is readily available during normal business hours. Customer service shall include a representative to come to our office and address any performance issues at no additional costs. The vendor shall supply a contact number for the sales representative to answer questions about orders and an account representative that can answer questions on billing and other accounting issues. Answers to questions are expected within 24 hours during normal business hours.

#### **General Specifications:**

All body worn cameras shall come with a minimum 1 year warranty from the date of delivery, with the option of purchasing an extended warranty. Copies of the warranty shall be forwarded to the Henry County Sheriff's Office Logistics Clerk, Cynthia Bryant, to be on file. Any changes shall be forwarded to Mrs. Bryant immediately.

Each body worn camera must be waterproof, support the use of ear phone(s), have a simple one button, one touch, style of On/Off switch and have an optional silent mode for any alarms, warnings or chimes.

Each body worn camera shall come with one camera lens with up to a 170 field of view. The body worn camera shall record in 720p to 1080p true HD video, with the ability to capture high resolution photos while recording. It will have a minimum of 3 hour record time on 1080p, and up to 8 hours or more on lower resolutions. There will be a time/date stamp on all video recordings and photos as well as pre-event, and post-event, recording capabilities.

Each body worn camera shall be equipped with Infrared lights (IR leds) to allow for low-light or no light video recording for a minimum distance of 15 feet. The battery of each body worn camera will have minimum 12 hour life, will have a complete charge time of 3 to 4 hours or less, with a standby time of up to 1 week and come with an AC charger and a 12v car charger.

Each body worn camera shall have a download docking station for video transfer upon docking of the body worn camera unit. The body worn camera shall have the capability to transfer the video to a DVD or other electronic media for court use or to place in the case file and the transfer rate for the download of the video must be provided.

Optional items that we would like to have on each body worn camera are: a viewing monitor on the unit, cellular modem, GPS/Geo Tag locator/GPS Time/Date sync, and the ability to integrate body worn camera with an in-car camera system.

### **Software:**

In addition to the individual body worn cameras to be purchased, the Henry County Sheriff's Office will require software for the storage of video and audio be included in this purchase. This software shall have the captured video secured to preserve the chain of custody and to prevent any editing or deletion by the officer and protect the captured video from any unauthorized use. The software shall have the ability to classify the video/audio for length of storage (what needs to be kept long term and what can be overwritten).

The software shall provide for video device playback abilities to Fast Forward/Rewind video, slow down and pause video playback, and capture an image of the paused frame. The video/audio playback must be compatible with commercially available software such as "Windows Media Player", "RealPlayer", "QuickTime", VLC and/or other software.

There will be an administrator that will set rights and privileges of all users. The software will be easily searchable by event, location, officer name or Date/Time of occurrence with the ability to assign a unique Identification (ID) number and add the badge number of the officer.

### **Additional Requirements:**

- Vendors will indicate the maximum length of time to be expected from order to delivery in the proposal.
- Discussions with the vendor chosen will determine expected delivery times and discount penalties for late deliveries.

- Vendors shall provide a minimum of six (6) law enforcement agencies as references.
- Information for contacts to verify the end user opinion of the body worn cameras and a contact to verify the customer service provided by the vendor shall be included.
- Vendors shall provide the documentation of the specifications and performance on the body worn cameras proposed.
- **A minimum of one (1) functional sample of each type of body worn camera proposed must be available upon request after proposals are due.** The test body worn cameras will be examined and may be worn by patrol deputies to test function and operational levels.

**Selection Criteria:**

Proposals shall be evaluated using the following criteria:

- Costs.
- Reliability and ease of use of body worn cameras.
- Performance of body worn cameras and software in demonstrations and testing.
- Ability of vendor to provide professional customer service.
- Verification of information by vendor references.
- Overall professional appearance of the body worn camera and the ability to meet expectations.

**Contact:**

Any clarifications or questions can be referred to:

Lt. Colonel Steve Eanes

[seanes@co.henry.va.us](mailto:seanes@co.henry.va.us)

276-656-4210

Major Ricky Walker

[rwalker@co.henry.va.us](mailto:rwalker@co.henry.va.us)

276-656-4245