

**NOTICE  
CITY OF PANAMA CITY BEACH  
REQUEST FOR PROPOSALS**

**“Body Worn Cameras”**

The City of Panama City Beach (the “City”) hereby gives notice that it has issued a Request for Proposals from experienced and qualified persons or firms for providing pricing of body worn cameras. Interested Firms are asked to carefully consider the City’s expectations of qualifications as stated in the RFP Instructions.

**Sealed proposals will be received by the City Manager at City Hall located at 17007 Panama City Beach Parkway, Panama City Beach, FL 32413 until 10:00 a.m. (CST), August 10,2020. Submittals will be publicly opened and receipt acknowledged immediately thereafter.** The qualifications and other information should be submitted in strict compliance with the directives provided in the RFP Instructions. The City is under no obligation: either express or implied, to reimburse responding firms for any expenses associated with preparation and submittal of the Proposals in response to this request.

Proposals shall be submitted in a sealed envelope or box, plainly marked with respondent’s name, address, date, time of RFP deadline and stating **“Proposal for Body Worn Cameras.”** Eight (8) hard copies, and one digital copy, shall be submitted.

RFP Instructions are available to prospective Firms at the City Police Department, 17115 Panama City Beach Parkway, Panama City Beach, FL 32413. Inquiries regarding this RFP should be directed to **Captain Wayne Maddox, by email [wmaddox@beachpolice.org](mailto:wmaddox@beachpolice.org) or telephone 850.233.5000.**

The City reserves the right to accept or reject any and all Proposals in whole or in part, to waive informalities in the RFP documents, to obtain new Proposals, or to postpone the opening of Proposals, or if unable to negotiate a satisfactory contract to terminate all negotiations under the RFP and proceed by whatever appropriate means it may elect. Each Proposal shall be valid to the City for a period of six months (180 days) after opening.

The City of Panama City Beach is an Equal Opportunity Employer.

**CITY OF PANAMA CITY BEACH  
REQUEST FOR PROPOSALS**

**BODY WORN CAMERAS**

The City Council of the City of Panama City Beach is requesting proposals from experienced and qualified person or firms for providing pricing of body worn cameras. The City envisions a proposer who will provide a quality product and ensure technical support and training is provided.

**SCOPE and CLASSIFICATION**

**Scope:** The City of Panama City Beach, is seeking request for proposals (RFPs) to provide the City Police Department with a contract for a commercially available body worn camera (BWC) solution for the use of the Panama City Beach Police Department. This is to include the body worn cameras, associated peripherals and accessories, storage solution, training and warranties during the term of the contract. The City is seeking proposals from responsible bidders capable of providing the needed equipment. The City expects to purchase approximately 60+ BWCs as a result of this process. The City will negotiate a term with the selected bidder for up to five (5) years.

**Classification:** Bidders are encouraged to submit proposals that demonstrate their competence, ability, past performance, quality and feasibility, and cost, as defined in this request. The City may contract with one or more bidders chosen through this RFP process.

**SPECIFICATIONS**

**General Information:**

**Term:** The City anticipates signing a three (3) to five (5) year agreement.

**Quantity Estimate:** The City anticipates purchasing 60+ BWCs in 2020. Any estimate made in this document or by any other representative of the City is not to be construed as representing an actual order(s) or a guarantee that any minimum amount will actually be purchased.

**Universal Term Contract:** This proposal is bidders offer to sell the item(s) set forth in its proposal. Bidder is to take notice that the City make no

warranties or representations that the estimated quantity, or any quantity at all, will be ordered by the City even though bidders proposal is accepted by the City and a firm offer for sale executed. If bidders proposal is accepted by the City and the firm offer for sale executed, the bidder is to take further notice that no act, or order placed by the City or by any official, employee or agent of the City shall constitute an order or contractually bind the City, without the proper certificate that funds sufficient for full payment due on any order are available. Each order placed under the firm offer for sale shall require execution of a purchase order. Said bidder shall offer to sell buyer, City of Panama City Beach, who shall have the contract term to exercise this option to purchase, at the price and on the terms set forth in the negotiated agreement arising from this proposal. The City shall not be precluded from buying similar items from other suppliers, or the same items in the event of an emergency. In the event of an overlap in the annual term of subsequent universal term contracts, The City may purchase the desired item from either awarded contract at the City's sole discretion.

**RFP Overview:** The bidders response to this RFP should be a clear and concise description of the bidders capabilities and proposed offerings. The RFP will be evaluated using (1) the competence of the bidder to perform under the contract as indicated by the technical training, education, and experience of the bidders personnel who would be assigned to perform the work; (2) the quality and feasibility of the bidders technical proposal; (3) the ability of the bidder to perform under the contract competently and expeditiously as indicated by the bidders workload and the availability of necessary personnel, equipment, and facilities; and (4) past performance of the bidder as reflected by evaluations of the city agencies, other city agencies, and other previous clients of the bidder with respect to such factors as quality of work, success in controlling costs, and success in meeting deadlines. Each of these factors is to be responded to in the manner described herein.

## **TECHNICAL SPECIFICATIONS**

**Scope:** It is the intent of these specifications to describe BWC's in sufficient detail to secure proposals. Bidders should address each subsection in their proposal. In all instances, the bidder is to clearly indicate how the proposed solution meets the desire of the City of Panama City Beach for a commercially available BWC full solution. The bidder shall include as appropriate explanation of the type of equipment offered in detail, and with full supporting data to ensure that the City can properly evaluate the proposal.

All parts not mentioned, which are necessary to provide a complete commercially available BWC solution, shall be included in the offer and shall conform in strength and quality of workmanship to what is usually provided to the trade in general.

The proposal should not include components, or finished units that are of a prototype nature, or have not been in production for a sufficient period of time to prove their performance capabilities.

Bidders shall submit with their proposal detailed specifications for hardware, physical environment, redaction software, and infrastructure needs which clearly show all of the necessary components of the commercially available BWC solution being offered. Bidders may submit with their proposals descriptive literature, brochures, etc.

## VENDOR SPECIFICATIONS

### Vendor company information

Please provide with your proposal detailed information on your company's services and capabilities, background and history (including acquisitions, bankruptcies, and reorganizations) management and key personnel bios.

### Technical Support:

The selected Bidder must have technical support services available. The City prefers this support be on a toll-free basis, 24 hours a day, 7 days a week, during the entire contract period with a 1/2 hour (30 minutes) or less response time to problems, with a clearly defined priority escalation process. The selected Bidder shall also provide on-site technical support when required. This on-site support may be requested when it is determined the problem cannot be corrected by telephone support. Bidders shall include description in the proposal response outlining the support services offered and any limitations thereof.

The City strongly prefers that the awarded vendor must provide experts to testify in court to the functionality and limitations of the system as the need arises during the term of the contract.

## VENDOR HOSTED (CLOUD) STORAGE PROPOSALS, IF APPLICABLE

With any vendor hosted solution, the Panama City Beach Police Department will retain sole ownership of all the records and recordings. The use of dissemination of any record or recording by the selected Bidder or anyone affiliated with the Bidder, is strictly prohibited, without the written consent of the Panama City Beach Police Department.

## **TRAINING**

Operations: The City prefers that the Bidder provides the Department with a "train-the-trainer" level course and instruction. These officers/individuals shall be provided with sufficient training materials and equipment for all officer and administrative trainings scheduled for the life of the contract so to remain current with any hardware and software updates. If a "train-the-trainer" training program is not available, please provide a description of training solutions offered by your organization.

Advanced/IT Support Training: The Bidder shall provide an advanced training course for a recommended number of students consistent with the size of the proposed BWC program. The training should at minimum, focus on the areas related to the BWC system operation; use of equipment, maintenance, troubleshooting, assigning equipment, change-out of components in need of repair, account management, video management, and video security, to remain current with hardware and software updates.

Stakeholder Access Training: Describe the available training options for additional agencies, such as the City/County Attorney's Office, which will require access to stored audio/video.

## **WARRANTIES**

The equipment specified herein shall be covered by a warranty.

**Submit a copy of the warranty with the proposal.** The City strongly prefers warranty be directly from Bidder. Indicate in offer if warranties commence with the delivery date or the date of manufacturer. Include any information on a delayed warranty procedure to cover the interval between time of delivery of the complete solution and the actual date that the BWC is placed in service by the City. This delayed time period will cover camera, docks, batteries, accessories, hardware and software, etc.

To be submitted in a sealed envelope or box, properly marked " BID FOR BODY WORN CAMERAS" to the City Manager of the City of Panama City Beach, Florida, 17007 Panama City Beach Parkway, Panama City Beach, FL 32413 before 10:00 A.M. (CST), August 10,2020. Outside of envelope not being properly marked or received before the above date and time may result in bid being disqualified.