

NOTICE OF INTENDED AWARD

FLORIDA DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

NAME OF BID: Video Surveillance System DATE OF POSTING NOTICE 3/17/03

BID OR RFP # 012/03 TIME 2:30 PM

Advertising was published in: web site at: http://www.myflorida.com

OPENING OF BIDS OR PROPOSALS

Location: Neil Kirkman Building Tallahassee Florida Date: \_\_\_\_\_ Time: \_\_\_\_\_

Opened by: [Signature] Tabulated by: [Signature]

WITNESSED BY and REPRESENTING

[Signature] FB Security Solutions  
[Signature] Siemens  
[Signature] DO CREASMAN

[Signature] DO CREASMAN  
DAVE RUSH JR. D.O. CREASMAN  
[Signature] Duos Eng

INTENDED AWARD

Vendor General Fiber Price \$6,349 per system (DVR + 6 cameras)

Terms: \_\_\_\_\_

Lowest Bidder:  Yes  No

If no, Justification: \_\_\_\_\_

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Any notice of protest or protest to this solicitation which was filed prior to this posting is null and void. To be effective any notice of protest or protest must be filed within the time limits set forth in this posting. In accordance with section 120.573, FS, notice is hereby provided that mediation of the administrative dispute for the type of agency action announced is not available.

CERTIFICATION

I certify that the above statements are correct. I further certify that the award of this bid is made in accordance with Section 287, Part I, Florida Statutes and Chapter 60A-1, Florida Administrative Code.

[Signature]  
(Signature)

3/17/03  
(Date)

Chief of Purchasing & Contracts  
(Title)

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OPENING OF BIDS OR PROPOSALS

Location: Neil Kirkman Building Tallahassee, Florida Date: \_\_\_\_\_ Time: \_\_\_\_\_

Opened by: Russ Rothman Tabulated by: Zlinda Sanders

WITNESSED BY and REPRESENTING  
W. C. LIBERTO ADT  
ROBERT WHITING GMI

[Signature]  
[Signature]

INTENDED AWARD

Vendor General Fiber Price \$6,349

Terms: \_\_\_\_\_

Lowest Bidder:  Yes  No

If no, Justification: \_\_\_\_\_

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CERTIFICATION

I certify that the above statements are correct. I further certify that the award of this bid is made in accordance with Section 287, Part I, Florida Statutes and Chapter 60A-1, Florida Administrative Code.

Russ Rothman  
(Signature)

3/17/03  
(Date)

Chief of Purchasing & Contracts  
(Title)

# BID/PROPOSAL TABULATION

BID TITLE Video Surveillance System

BID NUMBER 012-03

OPENING DATE 3/14/03 TIME 10 AM

POSTING TIME/DATE

FROM: 2:30 12/17/03

UNTIL: 2:30 12/20/03

PAGE: 1 OF 2 PAGE(S)

FAILURE TO FILE A PROTEST WITH THE TIME PRESCRIBED IN SECTION 120.57(3), FLORIDA STATUTES, SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, FLORIDA STATUTES. ALL BIDS/PROPOSALS ACCEPTED BY THE STATE ARE SUBJECT TO THE STATE'S TERMS AND CONDITIONS AND ANY AND ALL ADDITIONAL TERMS AND CONDITIONS SUBMITTED BY THE BIDDERS/PROPOSERS ARE REJECTED AND SHALL HAVE NO FORCE AND EFFECT. OFFERS FROM THE VENDORS LISTED HEREIN ARE THE ONLY OFFERS RECEIVED TIMELY AS OF THE ABOVE OPENING DATE AND TIME. ALL OTHER OFFERS SUBMITTED IN RESPONSE TO THIS SOLICITATION, IF ANY, ARE HEREBY REJECTED AS LATE. **NOTICE OF BID/PROPOSALS PROTEST BONDING:** REQUIREMENT. ANY PERSON WHO FILES AN ACTION PROTESTING A DECISION OR INTENDED DECISION PERTAINING TO CONTRACTS ADMINISTERED BY THE DIVISION OR A STATE AGENCY PURSUANT TO SECTION 120.57(3), FLORIDA STATUTES, SHALL POST WITH THE DIVISION OR THE STATE AGENCY AT THE TIME OF FILING THE FORMAL WRITTEN PROTEST, A BOND PAYABLE TO THE DIVISION OR STATE AGENCY IN AN AMOUNT EQUAL TO 1 PERCENT OF THE DIVISION'S OR STATE AGENCY'S ESTIMATE OF THE TOTAL VOLUME OF THE CONTRACT OR \$5,000, WHICHEVER IS LESS, WHICH BOND SHALL BE CONDITIONED UPON THE PAYMENT OF ALL COSTS WHICH MAY BE ADJUDGED AGAINST HIM IN THE ADMINISTRATIVE HEARING IN WHICH ACTION IS BROUGHT AND IN ANY SUBSEQUENT APPELLATE COURT PROCEEDING. FOR PROTEST OF DECISIONS OR INTENDED DECISIONS OF THE DIVISION PERTAINING TO AGENCIES' REQUEST FOR APPROVAL OF EXCEPTIONAL PURCHASES, THE BOND SHALL BE IN THE AMOUNT EQUAL TO 1 PERCENT OF THE REQUESTING AGENCY'S ESTIMATE OF THE CONTRACT AMOUNT FOR THE EXCEPTIONAL PURCHASE REQUESTED OR \$5,000, WHICHEVER IS LESS. IN LIEU OF A BOND, THE DIVISION OR STATE AGENCY MAY, IN EITHER CASE, ACCEPT A CASHIER'S CHECK OR MONEY ORDER IN THE AMOUNT OF THE BOND. **FAILURE TO FILE THE PROPER BOND AT THE TIME OF FILING THE FORMAL PROTEST, WILL RESULT IN THE DENIAL OF THE PROTEST.**

BIDDERS	Technical Proposal Score	Price	Price Score	Total Score
General Fiber	91.2	<u>\$6,349.00</u>	200	291.2
GMI Construction	103.2	\$8,419.83	150.8	254.0
NuTech National	99.2	\$10,020.00	126.7	225.9
BRS Electronics	103.1	\$11,496.05	110.5	213.6
Quality Comm. Fire System	90.9	\$8,740.00	145.3	236.2
Security One	93.4	\$9,000.45	141.1	234.5
Siemens	91.0	\$13,202.20	96.2	187.2
Sparta Consulting	89.6	\$14,959.04	84.9	174.5
Goff Communication	84.9	\$9,995.00	127.0	211.9

OPENED BY: Russ Kottman TABULATED BY: Edwin Balla VERIFIED BY: \_\_\_\_\_

REMARKS: CIRCLED PRICE INDICATES INTENT TO AWARD. NOT AS SPECIFIED CODE(S)

# BID/PROPOSAL TABULATION

BID TITLE Video Surveillance System

BID NUMBER 012-03

OPENING DATE 3/14/03 TIME 10 AM

POSTING TIME/DATE

FROM: 2:30 3/17/03

UNTIL: 2:30 3/20/03

PAGE: 2 OF 2 PAGE(S)

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BIDDERS					Technical Proposal Score	Price	Price Score	Total Score
ADT	NON - RESPONSIVE							
Global Tech	NON- RESPONSIVE							
Knogo	NON - RESPONSIVE							
Simplex Grinnell	NON - RESPONSIVE							
Sonitrol	NON - RESPONSIVE							
USE	NON - RESPONSIVE							
American Alarms	NON - RESPONSIVE				95.1	\$15,043.00	84.4	179.5
DO Creasman	NON - RESPONSIVE				95.0	\$16,700.00	76.0	171.0
Duos Engineering	NON - RESPONSIVE							
FB Security	NON RESPONSIVE							

OPENED BY: Jane Rethman TABULATED BY: Edwin Walker VERIFIED BY: \_\_\_\_\_

REMARKS: CIRCLED PRICE INDICATES INTENT TO AWARD. NOT AS SPECIFIED CODE(S)

**From:** Russ Rothman  
**To:** Brignoni, Alfred; Hornsby, Joey; riggio.alex@fhp.hsmv.state.fl.us  
**Date:** 3/10/03 5:03PM  
**Subject:** RFP #012-03, Video Surveillance System

Good afternoon RFP team. Proposals will be scored and ranked Friday March 14 at 2 PM in D424. Nineteen proposals were received. I have reviewed them for responsiveness.

Eight proposals, by ADT, American Alarms, FB Security, Global Tech, Knogo, SimplexGrinnell, Sonitrol and USE are clearly non-responsive, and should not be considered further. This means these proposals will not receive numeric scores in the final evaluation scheduled for March 14.

This intended decision will be publicly communicated at the March 14 meeting, and posted as part of the notice of intended decision following the evaluation meeting.

ADT failed to complete the required demonstration. ADT is clearly disqualified as set forth in section 5.8.6, paragraph one, and Appendix A, "General Demonstration Requirements," of the ITN.

American Alarms was non-responsive to all parts of section 4.3.1, and unable to demo as required by 5.8.6 and Appendix A.

FB Security failed to provide the Executive Summary and part of the DVR requirements in 4.3.1(a). and failed to submit addenda 1 and 2.

Global Tech failed to complete the required demonstration. Global Tech is clearly disqualified as set forth in section 5.8.6, paragraph one, and Appendix A, "General Demonstration Requirements," of the ITN.

Knogo was non-responsive on 6.4, Project Organization, and 6.5, parts 3, 4, 5 and 7, and the demonstration required by 5.8.6 and Appendix A, and did not acknowledge addenda one and two.

SimplexGrinnell was non-responsive on 6.4, Project Organization, and 6.5, parts 3, 4, 5 and 7, and the demonstration required by 5.8.6 and Appendix A, and failed to acknowledge addenda, and took exception to contract terms on background checks, contrary to the requirements in section 3.33(d).

Sonitrol was non-responsive on 6.4, Project Organization, and 6.5, parts 3, 4, 5 and 7, and the demonstration required by 5.8.6 and Appendix A. Sonitrol did not acknowledge the RFP 7051 nor Addendum 2.

USE was non-responsive on 6.4, Project Organization, and did not execute the Request for Proposal acknowledgement form 7051.

These firms have failed to meet mandatory requirements as described in section 3.1 of the RFP, and have failed to submit valid proposals as defined in section 2.2 of the RFP, and these firms' proposals are non-responsive as described in section 3.2 of the RFP.

Russ Rothman, CPPO  
Chief of Purchasing & Contracts  
FL Dept. of Hwy. Safety & Motor Vehicles  
ph. (850) 488-8535  
fx (850) 922-6273  
<[rothman.russ@hsmv.state.fl.us](mailto:rothman.russ@hsmv.state.fl.us)>

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**CC:** Stoumbelis, Peter

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**ATTACHMENTS:****Attachment A**

Driver License Offices

**Attachment B**

Estimated Daily Video Storage Requirements (Hours)

**Attachment C**

Sample Machine List

**APPENDIXES:****Appendix A**

Surveillance System Demonstration

## **SECTION 2: PURPOSE AND GENERAL INFORMATION**

### **2.1 PURPOSE:**

This Request for Proposal (RFP) is for the acquisition of a Video Surveillance System for approximately 150 driver license field offices across the State of Florida. The primary function of this system is to provide video security 24 hours a day to deter theft and assist law enforcement in identifying criminal suspects. The system will enhance and support a complaint referral system that can assist with identifying perpetrators of fraud. Systems will be required to capture video images from multiple cameras and store images locally for a minimum of 30 days. Each system must provide the capability to remotely and locally access, view, and download both stored and live images within the Department's network domain.

### **2.2 GLOSSARY:**

**COMPLAINT REFERRAL SYSTEM:** A system that will identify individuals attempting to perpetrate identity theft by illegally obtaining a DL/ID card. The entire complaint referral system will provide law enforcement and the Division of Driver Licenses' Fraud Unit pertinent information to investigate, arrest and prosecute fraud cases. Video surveillance is an integral part of this system in that it provides potential evident to law enforcement.

**CONTRACT:** The notice of award and/or purchase order(s) issued by the Department to the Respondent to this RFP, which shall incorporate, among other provisions, the contents of this RFP, and the successful Respondent's proposal, except as specifically provided to the contrary in the notice of award and/or purchase order(s).

**CONTRACTOR (PRIME CONTRACTOR):** The Respondent with whom the State of Florida executes a Contract to provide the required commodities/services.

**DAY:** A calendar day.

**DDL:** Division of Driver Licenses

**DEMOGRAPHIC DATA:** The applicant information transmitted from the FDLIS application to the host for update of card issuance and receipt documents (described in Attachment C, License Data Field Description – FDLIS Interface).

**DEPARTMENT:** The State of Florida, Department of Highway Safety and Motor Vehicles.

**EQUIPMENT FAILURE:** A malfunction in equipment maintained by the Contractor that delays or prevents the State's productive use of said equipment for the purpose for which said equipment was installed.

**FDLIS:** Florida Driver License Information System. Florida's computer system for DL/ID card issuance.

**GIF:** Graphic Interchange Format is one of the two most common file formats for graphic images. The other is the JPEG.

**ISA:** Information Systems Administration of the Department of Highway Safety and Motor Vehicles.

**ISA DEVELOPMENT SYSTEM:** The equipment at DHSMV utilized for program development.

**ISP:** Internet service provider.

**JPEG:** Joint Photographic Experts Group. Process compression standard for images.

**MACHINE OR MACHINES:** Equipment, equipment components and/or their features model conversions, equipment elements and accessories submitted by the Contractor in response to the RFP.

**MAINTENANCE DIAGNOSTIC ROUTINES:** The diagnostic routines customarily used by the Contractor to test equipment for proper functioning and reliability.

**NUMBER OF PARTS OF SPEECH:** Throughout this RFP, the singular may be read as the plural and the plural as the singular.

**OFFEROR:** Any firm or person who submits a proposal to the Department in response to this RFP.

**PERIOD OF MAINTENANCE COVERAGE:** That period of time, as selected by the Department, during which maintenance services are provided by the Contractor. The Period of Maintenance Coverage consists of the Principal Period of Maintenance.

**PRINCIPLE PERIOD OF MAINTENANCE:** Defined as nine (9) working hours per day (see Section 4.3.3.d).

**PREVENTIVE MAINTENANCE:** Maintenance performed on a scheduled basis by the Contractor, which is designed to keep the equipment in proper operating condition.

**PROPOSAL:** All information and materials submitted by a Respondent in response to this RFP.

**PUBLIC ENTITY CRIME:** As defined in paragraph 287.133(1)(g), Florida Statutes, "public entity crime" means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public works involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

**REMEDIAL MAINTENANCE:** Maintenance to be performed by the Contractor, which results from Equipment Failure and which, is performed as required on an unscheduled basis.

**RESPONDENT:** Any firm or person who submits a proposal to the Department in response to this RFP.

**STATE:** State shall be synonymous with the Department of Highway Safety and Motor Vehicles.

**SUBCONTRACTOR:** Any person other than an employee of the Respondent who performs any of the services listed in this RFP for compensation.

**TCP/IP:** Terminal Control Protocol/Internet Protocol.

**VALID PROPOSAL:** A responsive offer in full compliance with the RFP specifications and conditions by a responsible person or firm. The responsiveness of a proposal shall be determined based on the documents submitted with the proposal. The responsiveness of the proposal and the qualifications or responsibility of the offeror will be determined as of the time the proposal is publicly opened.

- a. Responsive offer means an offer that conforms in all material respects to the RFP.
- b. Responsible or qualified offeror means a person or firm with the capability in all respects to perform fully the Contract requirements and the integrity and reliability to assume good faith performance. Failure to provide information to determine responsibility in response to a condition of a proposal requiring information may be cause for such proposal to be rejected.

**VPN:** Virtual private network.

**2.3 ISSUING OFFICER:**

The issuing Officer is the sole point of contact from the date of the release of the RFP until evaluation of proposals is completed and Notice of Intended Decision is posed on the State's Vendor Bid System. All questions and requests for clarification should be directed to:

Russ Rothman, CPPO  
Chief, Bureau of Purchasing and Contracts  
Florida Department of Highway Safety and Motor Vehicles  
Neil Kirkman Building, Room B412, MS 31  
2900 Apalachee Parkway  
Tallahassee, Florida 32399-0500  
(850) 488-8290- Telephone  
(850) 922-6273- Fax  
Email < [rothman.russ@hsmv.state.fl.us](mailto:rothman.russ@hsmv.state.fl.us) >

**2.4 CONTRACT MANAGER:**

The DHSMV employee identified below is designated as Contract Manager for this project and will serve as liaison for the ongoing administration of the resulting Contract and the resolution of any problems related thereto:

Alfred Brignoni  
Management Information Systems Analyst II  
Florida Department of Highway Safety and Motor Vehicles  
Neil Kirkman Building, Room C402, MS 83  
2900 Apalachee Parkway  
Tallahassee, Florida 32399-0500  
(850) 414-9668-Telephone  
(850) 488-4091-Fax  
Email < [brignoni.alfred@hsmv.state.fl.us](mailto:brignoni.alfred@hsmv.state.fl.us) >

**2.5 CALENDAR OF EVENTS:**

The following time schedule will be strictly adhered to in all actions relative to the RFP, unless modified by the Department by addendum to this RFP.

- |                   |   |
|-------------------|---|
| December 6, 2002  | Issue date of the Request for Proposal.   |
| December 16, 2002 | All questions and/or proposed changes to the RFP must be submitted to the issuing officer by 5 p.m., Eastern Time (may be submitted earlier.) Persons requesting a change to terms, conditions, requirements or specifications must clearly state the proposed change and the reason for it. See also Section 3.5 regarding disputes. Email submittals are acceptable for this purpose.   |
| December 23, 2002 | A pre-proposal conference (attendance optional) will be held at 1:30 PM, in the Neil Kirkman Building, Room D423, 2900 Apalachee Parkway, Tallahassee, Florida. The purpose of the conference will be to discuss questions and requests for changes received on or before December 16, 2002. Other questions or requests for changes arising from the discussion will be addressed to the extent possible in the time allotted and with the information available at the conference. Responses to questions and/or requests for changes discussed at the conference shall not be binding. Only responses and changes issued by the Department in writing as addenda to this RFP shall be binding. |
| January 3, 2003   | Addendum including responses to written inquires and proposed changes will be mailed.   |
| January 24, 2003  | Complete proposals due, technical and price, 2:30 P.M..   |

January 29, 30, and 31, 2003	Demonstrations will be scheduled in the Neil Kirkman Building, 2900 Apalachee Parkway, Tallahassee, Florida. Respondents may set up from 12 Noon to 5 P.M. the day preceding the demonstration. Demonstrations will begin at 8:30 AM, in alphabetical order.
February 13, 2003	There will be a public meeting of the evaluation committee for the purpose of evaluating final offers at 10:00 A.M., in the Auditorium of the Neil Kirkman Building, 2900 Apalachee Parkway, Tallahassee, Florida.
February 14, 2003	Complete evaluation and intended award. Performance Bond due from selected Contractor within ten (10) business days.
February 28, 2003	Contract executed.
March 3, 2003	Installation start date
April 15, 2003	Installations complete statewide. System fully operational, all locations

## 2.6 **ACCESSIBILITY FOR DISABLED PERSONS:**

If a special accommodation is needed, please advise no later than five (5) working days prior to the event.



### 3.5 **QUESTIONS, REQUESTS FOR CHANGES, DISPUTES:**

Questions concerning conditions and specifications of this RFP, and/or requests for changes to conditions and specifications must be in writing, addressed to the Issuing Officer and received no later than 5:00p.m. Eastern Time on the date specified in the Calendar of Events, section 2.5. Copies of questions and final answers, along with any changes to the RFP resulting from or following discussion at the pre-proposal conference, will be posted on the State of Florida Vendor Bid System web site, at: [http://fcn.state.fl.us/owa\\_vbs/owa/vbs\\_www.search.criteria\\_form](http://fcn.state.fl.us/owa_vbs/owa/vbs_www.search.criteria_form), in the form of a written addendum, as soon as reasonably practicable. All bid solicitations are subject to change. It is the responsibility of the interested respondent to check this website for any future addenda, questions, revisions, etc., prior to the bid opening. Failure to do so will be the responsibility of the interested respondent. Respondents submitting a proposal must submit by the proposal deadline written acknowledgement of any addendum.

Any prospective Respondent who disputes the reasonableness or appropriateness of the terms, conditions and specifications of this RFP, any addendum, Notice of Intended Award, or Notice of Intent to Reject all Proposals, shall file Notice of Intent to Protest in appropriate form within 72 hours (excluding State holidays, Saturday and Sunday) of the receipt of the RFP or of a written addendum and/or written answers to questions, or posting of any notice, and a formal written protest in the form of a petition within ten (10) calendar days thereafter. Any person who files a formal written protest shall, at the time of filing the formal written protest, post a bond as set forth in Section 287.042(2)(c), Florida Statutes, and Rule 60A-1.006, Florida Administrative Code, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

### 3.6 **LEGAL REQUIREMENTS:**

Applicable provisions of all federal, state, and county and local laws and administrative procedures, regulations, or rules shall govern the development, submittal and evaluation of all proposals received in response hereto and shall govern any and all claims and disputes which may arise between persons submitting a proposal hereto and the Department. Lack of knowledge of the law or applicable administration procedures, regulations or rules by any Respondent shall not constitute a cognizable defense against their effect.

**3.7 CONFLICT OF INTEREST AND DISCLOSURE:**

The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. Respondents must disclose with their proposals whether any officer, director, employee or agent is also an officer or an employee of the Department, State of Florida, or any of its agencies. All firms must disclose the name of any state officer or employee who owns, directly, or indirectly, an interest of five percent (5%) or more in the Respondent's firm or any of its branches or affiliates. All Respondents must also disclose the name of any employee, agent, lobbyist, previous employee of the Department, or other person, who has received or will receive compensation of any kind, or who has registered or is required to register under Section 112.3215, Florida Statutes, in seeking to influence the actions of the Department in connection with this procurement.

**3.8 TAXES:**

The Department is generally exempt from all federal, state and local taxes and no such taxes shall be included in the price of the Contract. The Department shall have no responsibility for the payment of taxes, which become payable by Contractor or its subcontractor in performance of the Contract.

**3.9 PROPOSAL TENURE:**

All proposals are binding for one hundred eighty (180) days following the proposal opening date.

**3.10 NON-EXCLUSIVE RIGHTS:**

The right to provide the commodities and services, which will be granted under the Contract, shall not be exclusive. The Department reserves the right to Contract for and purchase commodities and services from as many firms as it deems necessary without infringing upon or terminating the Contract.

**3.11 CONTRACT:**

The Contract between the Department and the successful respondent (Contractor) shall incorporate this RFP, addenda to this RFP, and the Contractor's proposal. In the event of a conflict in language among any of the documents referenced herein, the provisions and requirements of the latest document shall govern.

**3.12 TERM OF CONTRACT:**

The Contract shall be in effect from the date executed. All systems must be fully operational no later than March 30, 2003, with five-year maintenance coverage through March 30, 2008. If at any time the Contract is canceled, terminated, or expires, and a Contract contingent upon an annual appropriation by the Legislature is subsequently executed with a firm other than Contractor, Contractor has the affirmative obligation to assist in the smooth transition of Contract services to the subsequent Contractor. The Contract may be renewed for an additional five-year term, contingent upon satisfactory service, and annual appropriation by the Legislature.

**3.13 CONTRACTOR RESPONSIBILITY:**

The Department will consider the Contractor to be the sole point of contact with regard to contracted matters. The Contractor will assume sole responsibility for providing the commodities and services offered in its proposal whether or not the Contractor is the supplier of said commodities and services or any component. Contractor shall provide any and all cooperation with law enforcement as to the non-repudiation and authentication of video stored by system.

**3.14 ASSIGNMENT OF THE CONTRACT:**

The Contract is not assignable except with the prior written approval of the Department. Monies, which become due thereunder are not assignable except with the prior written approval of the Department, and the concurrence of the Comptroller of the State of Florida. In the event of such approval, the terms and the conditions hereof shall apply to and bind the party or parties to whom the Contract is assigned as fully and completely as the Contractor is thereunder bound and obligated. No assignment, if any, shall operate to release the Contractor from liability for the prompt and effective performance of its obligations under the Contract. Subject to Department approval, the Contract may be assigned to any party acquiring all or substantially all of the stock and assets of the Contractor.

**3.15 BENEFIT:**

The Contract is for the benefit of the Department and the Contractor and not for the benefit of any third party or person.

**3.16 TERMINATION FOR CAUSE:**

The Department reserves the right to immediately terminate the Contract by providing written notice to the Contractor if the Department determines any of the following have occurred:

- a. Contractor knowingly furnished any statement, representation, warranty or certification in connection with the RFP or the Contract, which representation is materially false, deceptive, incorrect, or incomplete.
- b. Contractor fails to perform to the Department's satisfaction any material requirement of the Contract or defaults in performance of the Contract.
- c. The action or inaction of the Contractor substantially endangers the performance of the Contract, or such occurrence can be reasonably anticipated.
- d. The State enacts a law, which removes or restricts the authority or ability of the Department to conduct all or part of its function.
- e. The Contractor files a petition for bankruptcy protection, becomes insolvent, makes an assignment for the benefit of creditors, or abandons the work.

Should the Department give notice of termination for reasons in sub-paragraph (b) and/or (c) above, Contractor shall have ten (10) days after receipt of said notice to remedy the failure of problems. If Contractor fails so to remedy, the Department may order Contractor to stop immediately all work. If the Contract is terminated for cause or unilaterally canceled by the Department, the Department shall be obligated only for the goods and services actually delivered and accepted prior to the date of notice of termination, less any liquidated damages or other damages that may be assessed for non-performance.

**3.17 TERMINATION BY MUTUAL AGREEMENT:**

With the mutual agreement of both parties, the Contract or any part of the Contract may be terminated on an agreed date prior to the end of the Contract period without penalty to either party.

**3.18 TERMINATION FOR CONVENIENCE:**

The Department reserves the right to terminate the Contract or any part of the Contract at its convenience. The Department shall incur no liability for materials or services not yet ordered if it terminates for convenience. If the Department terminates for convenience after an order for materials or services has been placed, the Contractor shall be entitled to compensation upon submission of invoices and proper proof of claim, in that proportion which its services and products were satisfactorily rendered or provided, as well as expenses necessarily incurred in the performance of work up to time of termination. The State at its option may purchase the equipment at the then current depreciated or market value, whichever is less.

**3.19 CONTRACTOR'S RESPONSIBILITIES UPON TERMINATION:**

After receipt of a Notice of Termination, and except as otherwise specified by the Department, Contractor shall:

- a. Stop work under this Contract on the date, and to the extent specified, in the notice,
- b. Place no further orders to subcontractors for materials, services, or facilities except as may be necessary for completion of such portion of the work under this Contract that is not terminated,
- c. Complete performance of such part of the work as shall not have been terminated by the Department; and
- d. Take such action as may be necessary, or as the Department may specify, to protect and preserve any property related to this Contract which is in possession of the Contractor and in which the Department has or may acquire an interest.

**3.20 SEVERABILITY:**

It is understood and agreed by the parties hereto, that if any part, term or provision of the Contract is held by the courts to be illegal or in conflict with any law of the State governing the Contract, the validity of the remaining portions or provisions shall be affected, and the right and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular part, term, or provision held to be invalid.

**3.21 FORCE MAJEURE:**

Except as otherwise provided herein, neither Contractor nor the Department shall be liable to the other for any delay in, or failure of performance of, any covenant contained herein nor shall any such delay or failure of performance constitute default hereunder, to the extent that such delay or failure is caused by force majeure. As herein used "force majeure" is strictly limited to include fire, explosion, action of the elements, rationing, war, or civil disturbance. The existence of such causes of delay or failure shall extend the period for performance to such extent as may be necessary to enable complete performance in the exercise of reasonable diligence after the causes of delay or failure have been removed.

**3.22 LIMITATION OF REMEDIES:**

Contractor's entire liability and the State's exclusive remedy shall be as follows:

In all situations involving performance or non-performance of machines or programming (other than licensed programs) furnished under this Agreement, the State's remedy is (a) the adjustment or repair of the machine or replacement of the machine or correction of the programming errors, or, (b) if, after repeated efforts, Contractor is unable to install the machine or a replacement machine, model upgrade or feature in good working order, or to restore it to good working order, or to make programming operate, all as warranted, the State shall be entitled to recover actual damages to the limits set forth in this Special Condition. For any other claim concerning performance or non-performance by Contractor pursuant to, or in any other way related to the subject matter of, this Agreement or any order under this Agreement, the State shall be entitled to recover actual damages to the limits set forth in this Special Condition.

If the Contract is for purchase of machines, then the following shall apply: Contractor's entire liability for damages to the State for any cause whatsoever, and regardless of form of action, whether in Contract or in tort including negligence, shall be limited to the greater of \$100,000 or the appropriate price stated herein for the specific machines that caused the damages or that are the subject matter of or are directly related to the cause of action. The foregoing limitation of liability will not apply to (a) the payment of cost and damage awards referred to in the General Condition 21 entitled "Patents and Royalties", or to (b) claims for procurement costs or the cost of cover pursuant to Division of Purchasing Rule 60A-1.006 (3) entitled "Default" or to (c) claims for personal injury or damage to real or tangible personal property caused by Contractor's negligence or tortious conduct.

If this Contract is for the purchase of hardware maintenance services, then the following shall apply: Contractor's entire liability and the State's exclusive remedy for damages to the State for any cause whatsoever, and regardless of the form of action, whether in Contract or in tort including negligence, shall be limited to actual damages up to the greater of \$100,000 or an amount equal to 12 months maintenance charges for the specific machines under this Agreement that caused the damages or that are the subject matter of, or are directly related to, the cause of action. Such maintenance charges will be those in effect for the specific machines when the cause of action arose. The foregoing limitation of liability will not apply to (a) the payment of cost and damage awards referred to in General Condition 21 entitled "Patents and Royalties" or to claims for procurement costs or costs to cover pursuant to Division of Purchasing Rule 60A-1.006 (3) entitled "Default", or to (c) claims by the State for personal property caused by the Contractor's negligence or tortious conduct.

If this Contract is for purchase of software maintenance services, then the following shall apply: Contractor's entire liability and the State's exclusive remedy for damages to the State for any cause whatsoever, and regardless of the form of action, whether in Contract or in tort including negligence, shall be limited to actual damages up to the greater of \$100,000 or an amount equal to 12 months maintenance charges for the specific software product under this Agreement that caused the damages or that are the subject matter of, or are directly related to, the cause of action. Such maintenance charges will be those in effect for the specific software product when the cause of action arose.

The foregoing limitation of liability will not apply to (a) the payment of cost and damage awards referred to in General Condition 21 entitled "Patents and Royalties", or to (b) claims for procurement costs or the cost of cover pursuant to Division of Purchasing Rule 60A-1.006(3) entitled "Default", or to (c) claims for personal injury or damage to real or tangible personal property caused by Contractor's negligence or tortious conduct. If this Contract is for the acquisition of licensed programs, including personal computer licensed programs, then the following shall apply: Contractor's entire liability and the State's exclusive remedy shall be as follows: In all situations involving performance or nonperformance of licensed programs furnished under this Agreement, the State's remedy is (1) the correction by the Contractor of licensed program defects, or (2) if' after repeated efforts, the Contractor is unable to make the licensed program operate as warranted, the State shall be entitled to recover actual damages to the limits set forth in this section. For any other claim concerning performance or

nonperformance by the Contractor pursuant to, or in any way related to, the subject matter of this Agreement, the State shall be entitled to recover actual damages to the limits set forth in this section. Contractor's liability for damages to the State for any cause whatsoever, and regardless of the form of action, whether in Contract or in tort including negligence, shall be limited to the greater of \$100,000 or the one time charges paid for, or any monthly license or initial license charges which would be due for, 12 months use of the licensed program that caused the damages or that is the subject matter of, or is directly related to, the cause of action and shall include any initial or process charges paid to the Contractor. This limitation of liability will not apply to (a) the payment of cost and damage awards referred to in General Condition 21 entitled "Patents and Royalties", or to (1,) claims for procurement costs or the cost of cover pursuant to Division of Purchasing Rule 60A-1.006 (3) entitled "Default", or to (c) claims for personal injury or damage to real or tangible personal property caused by Contractor's negligence or tortious conduct.

Contractor shall hold and save the State harmless for any and all suits and judgments against the State for personal injury or damage to real or tangible personal property caused by Contractor's tortious conduct in the performance of this Agreement provided that (a) the State promptly notifies Contractor in writing of any claim, and (b) Contractor shall hold and save the State harmless for any and all suits and judgments against the State for personal injury or damage to real or tangible personal property caused by Contractor's tortuous conduct in the performance of this Agreement provided that (a) the State promptly notifies Contractor in writing of any claim, and (b) Contractor shall be given the opportunity, at its option, to participate and associate with the State in the control, defense and trial of any claims and any related settlement negotiations and, provided further, that with respect to any claim, or portion thereof, for which Contractor agrees at the initiation of such claim that Contractor shall save and hold the State harmless, Contractor shall have the sole control of the defense, trial and any related settlement negotiations, and (c) the State fully cooperates with Contractor in the *defense* of any claim.

In no event, however, will Contractor be liable for (a) any damages caused by the State's failure to perform the State's responsibilities, or (b) any lost profits or other consequential damages, even if Contractor has been advised of the possibility of such damages, or (c) any claim against the State by any other party, except as provided in the hold harmless provision of the preceding paragraph of this Special Condition and except as provided in the General Condition 21 entitled "Parents and Royalties", or (d) any damages caused by performance or nonperformance or machines or programming located outside the United States or Puerto Rico.

**3.23 DEFAULT:**

Failure of the Contractor to perform according to the Contract shall be cause for the Contractor to be found in default, in accordance with Rule 60A-1.006(3), Florida Administrative Code. In the event of default, any and all reprocurment costs, along with any other remedies provided in the RFP, Contract and/or by rule or law, may be charged against the Contractor.

**3.24 ADDITIONS/DELETIONS:**

The Department reserves the right to add, delete or substitute items of equipment, software, consumable supplies, or services. Additions of items of proposal shall be at proposal price or the current price, whichever is lower. Deletions shall be at proposed prices. Substitutions or additions of items and or services not offered within the proposal shall be at mutually agreed prices, terms and conditions accepted in writing by both parties.

Each device replaced at any time shall be replaced by the then current version of that device, which shall be furnished with the current version of the operating system and application software originally provided, unless otherwise authorized in writing by the State.

During the term of the Contract, additional offices may be added or existing offices closed. The State, at its discretion, may upon 30 days written notice require that the Contractor provide additional complete systems or components to satisfy its operational needs.

Cost reductions based on office closures will be negotiated with the Contractor. In addition, the State reserves the right to move any and all equipment from one location to another in order to meet its operational requirements. The Contractor will be notified in writing, at least ten (10) days in advance, of any permanent changes required.

**3.25 CONTRACTOR' S INSURANCE:**

The Contractor shall not commence any work in connection with the Contract until he has obtained all the following types of insurance and such insurance has been approved by the Purchaser, nor shall the Contractor allow any Subcontractor to commence work on this subcontract until all similar insurance required of the Subcontractor has been so obtained and approved. All insurance policies shall be with insurers qualified and licensed to do business in Florida.

- 2  
3  
4 a. WORKER'S COMPENSATION INSURANCE: The Contractor shall take out,  
5 and maintain during the life of this agreement, Worker's Compensation  
6 Insurance for all of his employees connected with the work of this project and,  
7 in case any work is sublet, the Contractor shall require the Subcontractor  
8 similarly to provide Worker's Compensation Insurance for all of the latter's  
9 employees unless such employees are covered by the protection afforded by  
0 the Contractor. Such insurance shall comply fully with the Florida Worker's  
1 Compensation law. In case any class of employees engaged in hazardous  
2 work under this Contract at the site of the project is not protected under the  
3 Workman's Compensation statute, the Contractor shall provide, and cause  
4 each Subcontractor to provide, adequate insurance, satisfactory to the  
5 Purchaser, for the protection of his employees not otherwise protected.  
6
- 7 b. CONTRACTOR'S PUBLIC LIABILITY AND PROPERTY DAMAGE  
8 INSURANCE: The Contractor shall take out and maintain during the life of this  
9 agreement COMPREHENSIVE GENERAL LIABILITY AND  
0 COMPREHENSIVE AUTOMOBILE LIABILITY INSURANCE as shall protect  
1 the Contractor from claims for damage for personal injury, including accidental  
2 death, as well as claims for property damages which may arise from operating  
3 under this agreement whether such operations are by the Contractor or by  
4 anyone directly or indirectly employed by the Contractor, and the amount of  
5 such insurance shall be the minimum limits as follows:  
6
- 7 1. CONTRACTOR'S COMPREHENSIVE GENERAL LIABILITY  
8 COVERAGES, BODILY INJURY & PROPERTY DAMAGE \$100,000.00  
9 *Each Occurrence, Combined Single Limit.*
  - 0 2. AUTOMOBILE LIABILITY COVERAGES, BODILY INJURY &  
1 PROPERTY DAMAGE \$50,000.00 *Each Occurrence, Combined Single*  
2 *Limit.*
- 3  
4  
5 Insuring clause for both BODILY INJURY and PROPERTY DAMAGE shall be  
6 amended to provide coverage on an OCCURRENCE BASIS.  
7
- 8 c. SUBCONTRACTOR'S PUBLIC LIABILITY AND PROPERTY DAMAGE  
9 INSURANCE: The Contractor shall require each of his Subcontractors to  
0 secure and maintain during the life of the subcontract, insurance of the type  
1 specified above or insure the activities of his Subcontractors in his policy as  
2 specified above.

- d. LOSS DEDUCTIBLE CLAUSE: The purchaser shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Contractor providing such insurance.

### 3.26 PERFORMANCE BOND:

A performance bond in the amount of 100% of the proposal price shall be provided to the State not later than the date specified in the Section "Calendar of Events". The State will not consider alternative proposal or performance securities. The State will not consider reducing or deleting the proposal and/or performance bond requirement specified in this RFP. The bond must be in effect for the entire term of the Contract.

The Performance Bond must be issued by an insurance company licensed by the Florida Department of Insurance, covering the faithful performance of this Contract between the State and the Contractor and which will further indemnify and save harmless the State from all costs and damages, including liquidated damages, by reason of the Contractor's default, breach or failure to satisfactorily complete any of the following items:

- a. Payment to all entities, individuals, and the like furnishing labor or materials in connection with this Contract; and
- b. Successful, full, and satisfactory completion, including the dates specified between the State and the Contractor, of the Surveillance System installation, ongoing performance, and maintenance herein concerned.

In the event of any breach on the part of the Contractor, the Surety shall have the right to take possession, custody, and control of any work site and/or installation and to complete same forthwith, with any costs attributable thereto borne by an entity other than the State.

### 3.27 INSTALLATION AND DELIVERY DATES:

Installation and/or delivery dates may be changed by mutual consent of the bidder and the State. Such mutual consent must be in writing, signed by the Contractor and the State.

**3.28 SITE RULES AND REGULATIONS:**

Contractor shall use its best efforts to assure that its employees and agents, while on any State premises, shall comply with the rules and regulations applicable to that site.

**3.29 SYSTEM PRICING:**

Contract shall be based on a firm fixed price in accordance with Section 5.9 and include no other charges for the term of the Contract period. The firm, fixed price must include all hardware, software, support services, and maintenance necessary to provide digital video recorder surveillance according to the specifications of this RFP.

**3.30 PAYMENT METHOD:**

Each month the Contractor will submit an invoice to the State for the previous month's installations. Invoices may be submitted in hard copy or in an electronic format acceptable to the State. For any renewal term, fees for maintenance and other services or licenses will be billed monthly, quarterly or annually in arrears. Except as otherwise provided below for System startup, DHSMV will submit the voucher (payment request) to the State Chief Financial Officer within the time frame set forth in section 215.422, Florida Statutes, for payment of all undisputed amounts. The State Chief Financial Officer has a maximum of ten (10) calendar days, provided at least six (6) state business days are included, to issue payment (ref. s. 215.422(2), FS). Electronic funds transfer is available from the State Chief Financial Officer as the payment mechanism. Should a discrepancy be discovered after payment, an adjustment may be made following the discovery of the discrepancy.

The minimum period of acceptance testing for each system in each incremental order shall be thirty (30) days from the date the system is turned over to the State "Ready for Use". A system shall be "Ready For Use" when the Contractor has completed installation of the system at the State's site, satisfactorily completed post installation diagnostic routines, installed all required software, performed all required end user training, and notifies the State, in writing, that the system may be used for the purposes intended by the State.

**3.31 COMPLETE WORKING SYSTEM:**

It is the intent of the State to acquire a complete working System. Any incidental or necessary items omitted from these specifications shall be provided as part of the Respondent's proposal at no additional cost to the State in order to deliver a working System and be in compliance with the specifications and requirements of this RFP.

**3.32 STATUS REPORTING:**

The Contractor's Project Manager shall submit a weekly written status report during the installation period to the Department's Contract Manager showing project tasks completed and tasks planned for completion during the next reporting period. The progress report will analyze progress to date, plans for the next period, and indicate any areas of concern. Work determined by the State to be in non-compliance with the Contract shall be brought into conformance by the Contractor at no expense to the State within ten (10) working days of written notice from the State, or the Contract shall be in default.

**3.33 NOTICE:**

- a. ALL RIGHTS AND PRIVILEGES ACCORDED TO THE STATE AS BUYER BY CH. 672, FS, SHALL APPLY TO ANY TRANSACTION (S) RESULTING FROM THIS RFP. ANY ATTEMPT BY PROPOSER TO LIMIT SUCH RIGHTS SHALL HAVE NO FORCE AND EFFECT.
- b. ANY PURCHASE AGREEMENT FORM, EQUIPMENT AGREEMENT FORM, SOFTWARE OR SERVICES FORM OR ANY OTHER FORM OR CONTRACT SUBMITTED BY PROPOSER WILL NOT BE USED SINCE A CONTRACT RESULTING FROM THIS RFP AND PURCHASE ORDER(S) WILL CONSTITUTE THE COMPLETE AGREEMENT. ANY PURCHASE AGREEMENT FORM, EQUIPMENT AGREEMENT FORM, SOFTWARE OR SERVICES FORM OR ANY OTHER FORM OR CONTRACT SUBMITTED BY PROPOSER SHALL HAVE NO FORCE AND EFFECT.

- c. WARRANTIES SUBMITTED WITH YOUR PROPOSAL OR OFFER, EITHER APPEARING SEPARATELY OR INCLUDED IN REPRINTED LITERATURE AND PRICE LISTS, SHALL NOT BE ACCEPTABLE AND PROVISIONS HEREIN SHALL TAKE PRECEDENCE.
- d. THE PROPOSER SHALL NOT SUBMIT WITH ANY PROPOSAL ANY CONTRACT TERMS OR CONDITIONS NOT IN CONFORMITY WITH THE TERMS AND CONDITIONS SET FORTH IN THIS RFP. THE PROPOSAL AND THE STATE'S ACCEPTANCE BY PURCHASE ORDER(S) SHALL CONSTITUTE THE COMPLETE CONTRACTUAL AGREEMENT. PROPOSALS CONTAINING TERMS AND CONDITIONS CONFLICTING WITH THIS REQUIREMENT SHALL BE REJECTED, EXCEPT AS PROVIDED IN PARAGRAPH a., b., AND c. ABOVE.
- e. EACH PROPOSAL SHALL BE A FIRM AND FINAL OFFER BY THE RESPONDENT. PROPOSALS BASED UPON PROVISIONS OR ASSUMPTIONS OF SUBSEQUENT NEGOTIATIONS BETWEEN THE RESPONDENT AND THE STATE AS TO THE EQUIPMENT, SOFTWARE, SUPPLIES, SERVICES, TERMS AND CONDITIONS SHALL BE REJECTED.

## **SECTION 4: SCOPE OF PROJECT**

### **4.1 BACKGROUND:**

The Division of Driver Licenses has over 105 field offices, and the Division may add systems to some of the county tax collector offices. State driver license offices currently have security alarm systems that are activated during off-hours. This system primarily provides notification to the alarm company of break-ins. The current alarm system provides no security surveillance to produce video recordings. Live video recordings will provide additional security for both the division's members and customers that are in the offices.

The Division has installed in 11 offices in Hillsborough, Pinellas, Orange, Broward and Miami-Dade County, "home grown" video surveillance systems. The current systems do not provide adequate video storage or image retrieval capabilities.

### **4.2 PURPOSE/OBJECTIVE:**

The Division has experienced the following types of activity in our field locations: break-ins, theft of equipment and supplies, internal fraud, customer fraud, wanted suspects, suspicious activity, and events that require our immediate intervention/support.

The Video Surveillance System Project has been established for the purpose of replacing the limited security camera systems presently installed in 11 offices and expanding video coverage to all 105 driver license offices. The surveillance systems will be required to capture live video images from multiple cameras and archive video records of field office activities to a central recording device and maintain those images for a minimum of 30 days accessible to Department and law enforcement personnel. The systems must provide the capability to remotely access, view, and download both stored and live images via an IP network connection to the Department's existing data network.

### **4.3 SYSTEM REQUIREMENTS:**

#### **4.3.1 HARDWARE/SOFTWARE:**

The following are requirements for the video surveillance system components and functionality that must be met by the Contractor. The requirements are minimum specifications. All proposed hardware shall be new, not reconditioned or refurbished. All hardware shall have been manufactured within the last 12 months. All hardware/software proposed shall be available at the time of the proposal due date. Describe how the hardware/software meets the technical requirements outlined in the RFP. Briefly identify any additional but relevant features.

- a. Digital Video Recorder
  1. A networkable device that digitizes broadcast video camera input into video images stored onto a hard disk.
  1. Number of Systems: 105 total systems supporting up to eight (8) cameras per system. The total number of cameras is 640 (plus or minus 10%.) See Attachment A, Driver License Offices, for locations.
  2. Network Connectivity: 10/100 Megabits per second Ethernet (RJ45)
  3. Recorded Image Quality: Minimum Horizontal Resolution 330 TVL
  4. Recording Modes: Continuous recording and Motion Detection recording.
  5. Recorded Frame Rate: Three (3) frames per second
  6. Storage Capacity: A minimum of 30 days local storage capacity. Typical five (5) camera office will require approximately 34 hours of recorded motion per day over all five (5) cameras (to be verified by Contractor). See Attachment B, Estimated Daily Video Storage Requirements (Hours).
- b. Surveillance Camera
  1. Number of cameras per system: 5 to 8. The total number of cameras is 640 (plus or minus 10%).
  2. Type: Color
  3. Sensitivity: Lux rating less than or equal to one (1)
  4. Power: System must provide camera power via Contractor provided cabling. The Department will not provide electrical power at the camera locations.
  5. Resolution: Minimum 330 Horizontal TVL
  6. Frame Rate: Minimum three (3) frames per second
- c. Remote Image Access Supporting Complaint Referral System
  1. Stored images must be accessible via IP network connectivity, via specific and limited IP ports
  2. Stored images must be transferable to standard image format (.jpeg, .bmp, etc.)
  3. Stored video must be transferable

4. Stored video must provide for non-repudiation (authenticated)
  5. System must provide mechanism to search stored video by date, time, and camera.
  6. Live images must be viewable via 56k IP WAN connection at a minimum rate of one (1) frame per second
  7. System must provide mechanism for limitation of bandwidth usage.
  8. Provide a Fault Monitoring System for complaint referrals as described in paragraph e.1.
- d. System Access and Security
1. System must be accessible and configurable via IP network connection.
  2. System must have capability to limit access via user code/password.
  3. Multiple levels of software security must be provided. Minimum of two levels, one for administration/setup and one for image retrieval.
  4. The Contractor must provide a mechanism for physically securing the DVR device in a reasonable manner to deter theft. The method will be accomplished in consultation with the Department.
- e. Fault Monitoring
1. System must include mechanism to provide notification of system faults (i.e. camera failure, recording issues, system failures, etc.) to multiple entities providing information on the device type and location of fault. This notification mechanism must include capability to issue a pager alert which would include the previously described system fault information.
- f. General/System
1. All electrical equipment must operate on a regular 110 voltage, 60 cycle AC, be equipped with a grounded plug, and must meet Underwriter's Laboratory Standards or equivalent. Cameras and other electrical equipment must be designed and built so that a voltage fluctuation with a low of 90 volts to a high of 130 volts will not affect the operation. Exception: Equipment requiring DC power is exempt from this requirement.
  2. All electrical equipment must include surge suppressor that meets UL Standard 1449.
  3. All computer devices and peripherals must be certified for FCC, Class A operations.

4. All computer devices and peripherals and must operate normally under room temperature extremes.
5. Contractor shall furnish and install one video-recording device capable of supporting the required number of cameras at each site. Recording device shall be placed in a location determined by the Department as secure.
6. Contractor shall furnish and install all necessary components required for ongoing system management and support.
7. Contractor shall furnish and install 1 to 8 cameras per site, depending on site requirements as determined by the Division of Driver Licenses (refer to Section 4.3.5).
8. Contractor shall supply final installation and operational verification of system, including, but not limited to, recording device, cameras, camera power, mounting of cameras, sighting of all cameras, and camera connectivity to recording device.

#### **4.3.2 WARRANTY REQUIREMENTS:**

Maintenance shall be provided for the system for a term of 5 years beginning April 2, 2003 through April 1, 2008, or 5 years from the date of completion of all initial installations, whichever is longer. During the warranty and maintenance period, the Contractor shall render maintenance to keep the system in or restore the System to good working order. Maintenance shall consist of support for system configuration and break/fix for all components. Contractor must provide adequate number and locations for parts, depots and service dispatch.

- a. Contractor shall establish one individual to function as liaison between Department personnel and Contractor's field service personnel providing service to this equipment. This individual shall have authority over field personnel for at least setting priorities of repairs, expediting repairs, and expediting delivery of parts. This individual must have a working knowledge of the equipment being serviced through this Contract. This working knowledge shall be sufficient for the individual to fully understand the repairs being made at the sites and communicate with both the Contractor's field service personnel and the Department's technical staff.

- b. Contractor's Florida liaison shall keep Department personnel adequately informed on the status of all service calls outstanding, including estimated time of repair, estimated arrival of parts, and any other information the Department may request about any calls for remedial maintenance. Contractor's liaison shall participate in meeting with the Department personnel in Tallahassee, Florida, at the Neil Kirkman Building, to discuss and reconcile any problems or potential problems on an as needed basis.
- c. Contractor must provide a central dispatch office to which the Department will place all calls for remedial maintenance. The central dispatch office shall have a toll free telephone number for use by the Department in placing calls for remedial maintenance. Contractor must ensure sufficient telephone lines and personnel are in place in its central dispatch office to receive all calls for remedial maintenance placed by the Department during the principal period of maintenance. Each call placed to the central dispatch office shall be given a unique reference number by the central dispatch office. This reference number will be used by both Contractor and Department personnel when reporting required information or attempting to resolve required information or attempting to resolve associated problems.
- d. Principal period of maintenance for field sites shall be nine (9) working hours per day, from 8:00 a.m. to 5:00 p.m., Monday through Friday. At the discretion of the State, the principal period of maintenance may be changed for an installation by attaching an amendment that states the alternative hours of maintenance for that site.
- e. The Contractor shall provide adequate staff and stock necessary levels of spare parts to provide maintenance per the requirements, terms, and conditions of the Contract.
- f. All requests for remedial maintenance must be acknowledged to the State contract manager by the appropriate service personnel within one (1) hour after the State has placed a call for remedial maintenance to the Contractor's central dispatch office.
  - 1. Response time for individual camera outages shall be next business day.
  - 2. If a system is inoperable, on-site remedial maintenance by the Contractor shall be completed within four (4) hours after notification by the State that the equipment is inoperable during the normal maintenance service hours, unless the State and Contractor mutually agree to another period of time.
- g. Only parts approved by the original equipment manufacturer for the specific device being serviced shall be used when replacement parts are required.

- h. All personnel performing maintenance must be trained to service the equipment covered by this Contract. Training shall be completed before the individual is assigned to service the equipment covered by this Contract. Training shall be provided to whatever level is necessary to ensure the individual has the requisite qualifications to perform satisfactory maintenance service.
- i. Contractor shall establish an escalation procedure whereby the service personnel assigned to perform the remedial maintenance may get assistance in problem determination and/or resolution if necessary to ensure a timely repair of the device out of service.
- j. Upon completing the required remedial maintenance, and before leaving the site, or before leaving the site if remedial maintenance is incomplete, Contractor's maintenance personnel shall report the site status and time of departure to the local office supervisor and to a central administrative site to be determined by the Department. In addition, the office supervisor or designated personnel will also confirm the site status and if remedial maintenance is incomplete, exactly when maintenance personnel are expected to return.
- k. The State reserves the right to transfer, without prior notice to the Contractor, any piece of equipment from one location in a site to another location in a site or from one site to another site. The State will attempt to notify Contractor, in writing prior to the transfer.
- l. Contractor shall be notified, in writing by the State, of any equipment transferred between sites. This notification shall require the Contractor to modify its site records to indicate the correct equipment at each site and prepare a site record amendment to indicate the correct equipment at each site (see "o" below).
- m. All calls for service shall be placed by the State's designated office to the Contractor's central dispatch office. Requests for service of equipment covered by this Contract, initiated by anyone other than those individuals working within the State's designated office, shall not be honored by the Contractor.
- n. While the State makes every effort to confirm the need for remedial maintenance prior to placing a call for such service, there are times when service personnel may arrive at the designated site and find no trouble. When this occurs during the principal period of maintenance there shall be no additional cost to the State.

- o. Contractor must provide the State with a "machine list" similar to those in Attachment C, Sample Machine List, for each site covered by this Contract. In addition, any time the covered equipment at any site changes through additions, deletions, or replacements, Contractor shall provide the State with an amendment indicating the changes. The "machine list" must be at the same level of detail as found in Attachment C, Sample Machine List.
- p. If preventive maintenance (PM) is provided by the Contractor than it will be performed during normal operating hours at a time mutually agreed to by DDL and the Contractor. Normal hours of operation are listed in Appendix A, Driver License Offices. The Contractor will be notified of any changes to the normal operating hours.
- q. The Contractor shall identify all key personnel who shall be providing maintenance on the System, furnish the State with a means of identifying these personnel, furnish the State with credentials on these personnel and notify the State at least thirty (30) days in advance of any reductions in staffing levels of key personnel at any local or district office serving the State.
- r. The Contractor and all subcontractors must agree the Contractor's and subcontractors' employees, working on any phase of the design, maintenance, or operation of the Video Surveillance System, may be subject to agency security clearance or other security requirements imposed by the State. The Contractor must obtain a background investigation on all Contractor and subcontractor personnel assigned to this project with the Florida Department of Law Enforcement and the Federal Bureau of Investigations, and certify the results to the Department, prior to allowing the personnel in question to work on the project, Contract or subcontract. The Department reserves the right to reject for use on this project, any employee of the Contractor, or any employee of any sub-contractor, who has a criminal conviction.
- s. The Contractor shall: (a) maintain the Software to operate in a manner as described in the Contractor's proposal, the RFP and relevant Software documentation; (b) supply technical bulletins and updated user guides from time to time; (c) correct or replace the Software and/or remedy any programming error, which is attributed the Contractor; and (d) service the Software in a professional manner with qualified personnel. If a software update is provided by the Contractor, Software documentation must be provided upon delivery of updated Software releases. The Contractor will insure that the updated software release is compatible with the application software originally installed by the Contractor and accepted by the State.

**4.3.4 TRAINING:**

There are two areas of training that the Contractor must provide.

1. Fault Notification: Contractor must provide adequate training to Department personnel to properly monitor and respond to fault notifications, i.e., camera failure, etc.
2. Image/Video Retrieval: Contractor must provide training and documented procedures for retrieval of stored images and video segments via network connected device co-located with video surveillance system.

**4.3.5 DEPARTMENT RESPONSIBILITY:**

For pre-installation, the Department will provide to the Contractor anticipated site requirements for each site to include number of cameras, camera placement, camera sighting, recorder placement, and appropriate power at recorder site. The final site requirements will be determined by the Department in consultation with the Contractor at the time of installation.

The Department will provide one 10/100Mbps Ethernet RJ45 network connection and appropriate power at recorder location.

The Department will provide appropriate IP addressing information for each site.

For post-installation, the Department will monitor system faults and notify Contractor of issues.

**SECTION 5: INSTRUCTIONS FOR PREPARING PROPOSALS****5.1 SUBMITTAL DATE:**

Respondents will submit complete technical and price proposals no later than the date required by the Calendar of Events. Both the initial and final, firm written offers will follow this format.

**5.2 LABELING:**

The face of the envelope or other container shall contain the following information as applicable:

Technical Proposal  
RFP NUMBER 012-03  
VIDEO SURVEILLANCE SYSTEM  
Name of Respondent

Price Proposal  
RFP NUMBER 012-03  
VIDEO SURVEILLANCE SYSTEM  
Name of Respondent

**5.3 COPIES OF PROPOSALS:**

Respondents shall deliver an ORIGINAL AND SIX COPIES of the technical proposal and two copies of the price proposal to the Department no later than the date and time in which all proposals must be timely submitted.

**5.4 DOCUMENT DELIVERY:**

It is the Respondent's responsibility to ensure that its proposal is delivered by the proper time at the office identified on the cover of this RFP. Proposals, which for any reason are not timely received, will not be considered. Unsealed and/or unsigned proposals by telegram, telephone, or facsimile transmission or other means are not acceptable, will be declared non-responsive, and will not be considered.

**5.5 INSPECTION OR EXAMINATION OF PROPOSALS:**

Proposals are not public records subject to the provisions of Section 119.07(1), Florida Statutes until such time as the Department provides notice of a decision pursuant to Section 120.53(5), Florida Statutes, or until 10 days after opening proposals, whichever is earlier.

**5.6 WITHDRAWAL OF PROPOSAL:**

Withdrawal of proposals may be requested within 72 hours (excluding State holidays, Saturdays and Sundays) after the opening time and date. Requests received in accordance with this provision may be granted by the Department upon proof of the impossibility to perform based upon an obvious error.

**5.7 EXECUTION OF PROPOSALS:**

Each proposal must contain the company name and FEID or social security number and the original signature of an authorized representative of the Respondent. Each proposal must be typed. Each proposal should be submitted with Respondent's name and page number on each page.

**5.8 TECHNICAL PROPOSAL FORMAT:**

The objective of the proposal is to demonstrate the proposing firm's ability to successfully deliver the commodities and services requested. In order to assist the Department in reviewing proposals, each proposal shall be prepared utilizing the following format and headings:

**5.8.1 TRANSMITTAL LETTER:**

- Identify the proposal as "Proposal to the State of Florida Department of Highway Safety and Motor Vehicles, for the VIDEO SURVEILLANCE SYSTEM."
- Identify the firm, its address, telephone number and the name and title of the authorized representative submitting the proposal.
- The letter must clearly indicate that the person signing the proposal is authorized to bind the respondent.
- The letter must identify any and all joint proposing firms and/or subcontractors.

**5.8.2 EXECUTIVE SUMMARY:**

- Include a description of the scope of services to be provided by the Contractor.
- Include a statement describing how Contractor resources and experience will support this project, including access to back-up staff if needed.
- Clearly specify the firm's competitive advantage and its ability to meet the terms, conditions, and requirements as defined in this RFP.

**5.8.3 CERTIFIED MINORITY BUSINESS ENTERPRISE PARTICIPATION:**

The Department of Highway Safety and Motor Vehicles wishes to encourage award of the Contract, or subcontracting of portions of the Contract to, or purchase of goods and services from, State of Florida Certified Minority Business Enterprises (CMBEs). Each Respondent must state whether or not Respondent is a CMBE, and if not, what percentage of the total Contract price will be spent with CMBE firms who will be supplying them. The percentage of CMBE participation claimed in the technical proposal by a non-certified-minority respondent must be substantiated in the price proposal, showing certified minority business participation in the price, e.g. \$.24 of a \$1.00 price per unit, or points assigned for the unsubstantiated CMBE participation will be withdrawn.

NOTE: Not all minority business enterprises are presently certified by the State of Florida. However, only certified CMBEs will be considered in evaluating this portion of a Respondent's proposal. The Issuing Officer has a directory of CMBEs, which is available for review upon request. Respondents may also obtain information on CMBEs by contacting:

Office of Supplier Diversity  
4050 Esplanade Way, Suite 360  
Tallahassee, Florida 32399-9650  
Telephone (850) 487-0915  
<http://osd.dms.state.fl.us>

**5.8.4 PROJECT ORGANIZATION:**

Provide the following information:

- a. Provide an organizational chart for the project. The chart shall identify all project team members by name and their responsibilities. This section shall also include a resume, not to exceed one page in length, of all professional staff assigned to the project. Resumes should include name, education, programming experience, data processing experience and related experience.
- b. Submit a detailed and specific work plan that provides for a phased-in statewide implementation of all proposed sites by the date specified in the Section "Calendar of Events". Define phases, milestones, activities, tasks, task duration, deliverables, and task dependencies. Any requirements for implementation for Department personnel shall be clearly stated in the project plan.

**5.8.5 HARDWARE, SOFTWARE AND SERVICES OFFERED:**

Address all requirements set forth in Section 4.3, System Requirements. Separately address each numbered subsection, 4.3.1 through 4.3.4. Use the numbering that is used in the RFP. In responding to the requirements in each section, structure your response to match the order of any sub-headings in the section as presented in the RFP, to facilitate the comparison of your offer to the agency's requirements. Print the State's requirement verbatim, followed by your response, using a different font, type size, bolding or underlining, or other method of clearly identifying the response. The RFP is available as a MSWord document to facilitate a requirement-response format.

**5.8.6 DEMONSTRATION:**

A system demonstration will be required, scheduled as set forth in the Calendar of Events, Section 2.5. Respondents will be disqualified if they fail to satisfactorily perform any of the demonstration requirements set forth in Appendix A.

Contractor must include a letter of certification at the time of the demonstration indicating that the hardware, software and all features demonstrated are identical to the equipment and software that will be offered to the State of Florida in the Contractor's proposal. Any exceptions to the above must be fully disclosed in writing in the certification letter.

**5.9. PRICE PROPOSAL FORMAT:**

Each Contractor shall submit separately bound and sealed cost proposal. All system counts are approximations and should be taken as such. Pricing shall be provided on a system size and camera count basis. Award will be to the highest scoring proposal considering the technical proposal scoring and all costs for the five-year contract period evaluated as described in Section 6.7. The proposed price will be guaranteed through December 31, 2003. The pricing for additional equipment after January 1, 2004, will be adjusted per the Producer Price Index published by the US Department of Labor as provided in Table 5, Industry and Product Code 3669-1.

**5.9.1. BASE PRICE:**

The numbers of units are estimated, the actual numbers may vary plus or minus 10%. See also Additions/Deletions, Section 3.25. Prices quoted are to be inclusive of all costs, fees, expenses, travel, lodging, materials, services, warranties (refer to Section 4.3.3), and software (refer to Section 4.3.2). No costs in addition to quoted prices will be paid to the Contractor. Proposals not including all required and offered equipment, software and services will not be considered.

- |  |                                      |
|--|--------------------------------------|
| A. 105 DVR with 60 months warranty<br>and web-based monitoring:                                | \$_____ each \$_____ total (105)     |
| B. 640 camera (which includes cabling)<br>with 60 months warranty and<br>web-based monitoring: | \$_____ each \$_____ total (640)     |
| C. GRAND TOTAL (Basis of Award):   | \$_____ (sum of subtotal A<br>and B) |

FIRM \_\_\_\_\_

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

TITLE \_\_\_\_\_

**5.9.2 SUPPLEMENTAL PRICE PROPOSAL:**

Costs entered on this supplemental price form will not be included in proposal evaluation.

Unit cost for camera domes enclosure (approximate total 640): \$\_\_\_\_\_ each

The Department may add systems during the five-year term with a warranty period reduced so that expiration will coincide with the expiration of the warranty on the original purchased systems. Indicate in the space provided the dollar amount per month to be subtracted from the price for each month of reduction in the five-year warranty period for each piece of equipment.

DVR: \$\_\_\_\_\_ per month  
CAMERA: \$\_\_\_\_\_ per month

For future installations, any additional charges to be incurred by the State for weekend installations shall be entered on this form. Enter the cost per hour for the weekend installation.

\$\_\_\_\_\_

Location moves are periodically required at sites. In the case of office moves, the Contractor will provide a breakout to HSMV detailing the cost of moving a site based on number of cameras. Moves will consist of the Contractor de-installing the system from one site and re-installing it in the new site in a timeframe determined by HSMV. Any additional charges to be incurred by the State for installations during normal working hours shall be entered on this form. Enter the cost per hour for normal working hour installation.

\$ \_\_\_\_\_

Any additional charges to be incurred by the State for programming changes shall be entered on this form. Enter the cost per hour to perform programming changes:

\$\_\_\_\_\_

Cost for hourly maintenance service outside the normal principal maintenance hours as outlined in Section 4.3.3.d. Enter the cost per hour:

\$\_\_\_\_\_

FIRM \_\_\_\_\_  
AUTHORIZED SIGNATURE \_\_\_\_\_  
TITLE \_\_\_\_\_

## **SECTION 6: EVALUATION OF PROPOSALS**

- 6.1 TECHNICAL PROPOSAL FORMAT:** - The Department will appoint an Evaluation Committee. The committee shall complete the evaluation of all valid proposals, in accordance with the criteria set forth in this section.
- 6.2 EXECUTIVE SUMMARY:** - (0 points, pass/fail) (refer to 5.8.2)
- 6.3 CERTIFIED MINORITY BUSINESS ENTERPRISE PARTICIPATION:** - (maximum 10 bonus points, refer to 5.8.3)
- If twenty-four percent (24%) or more of the Contract value -10 points.
  - If less than 24 percent, proposed percentage divided by 24, times 10.
  - No participation by CMBEs, no points
- 6.4 PROJECT ORGANIZATION:** (4 points, refer to 5.8.4)
- 6.5 HARDWARE, SOFTWARE AND SERVICES OFFERED:** ( 71 points, refer to 5.8.5)

<b>Item</b>	<b>Description</b>	<b>Points</b>
1	Digital Video Recorder (refer to 4.3.1.a)	10
2	Surveillance Camera (refer to 4.3.1.b)	10
3	Remote Image Access (refer to 4.3.1.c)	9
4	System Access and Security (refer to 4.3.1.d)	10
5	Fault Monitoring (refer to 4.3.1.e)	11
6	General System (refer to 4.3.1.f)	9
7	Warranty Requirements (refer to 5.8.5. and 4.3.2)	9
8	Training (refer to 5.8.5. and 4.3.3)	3
	<b>TOTAL</b>	<b>71</b>

**6.6 DEMONSTRATION OF SYSTEM HARDWARE AND SOFTWARE:**

- (maximum 25 points, refer to 5.8.6) (See Appendix A, Surveillance System Demonstration.) Respondents will be disqualified if found non-responsive to any of the demonstration requirements.

<b>Item</b>	<b>Description</b>	<b>Points</b>
1	Security settings for user code/password access	1
2	Limited access for view/download only user	1
3	Full access for administrative user	1
4	Configuration of individual camera settings for continuous recording	1
5	Configuration of individual camera settings for motion detection recording	1
6	Recording on continuous basis	2
7	Recording on motion detection	2
8	Camera capability in full light and low light situations	1
9	Configuration of fault monitoring for cameras and system	1
10	Fault notification based on camera failure	2
11	Search for an image from a workstation on local network based on time/date/camera	1
12	Store selected image on local workstation/media	1
13	Search for a video segment from a workstation on local network based on time/date/camera	2
14	Store selected video segment on local workstation/media	2
15	Access stored image from media on stand-alone PC with no proprietary software	1
16	Access stored video segment from media on stand-alone PC with no proprietary software	2
17	View live video on Department provided workstation source from system being accessed across 56k WAN connection	1
18	Store a selected image on Department provided workstation source from system being accessed across 56k WAN connection	1
19	Store a selected video segment on Department provided workstation source from system being accessed across 56k WAN connection	1
	<b>TOTAL</b>	<b>25</b>

**6.7 PRICE PROPOSAL:** (maximum 200 points)

The lowest cost proposal, considering base price will be awarded 200 points. The lowest cost (LC) divided by the cost of the proposal being considered (PC) times maximum points score (200) equals points awarded.

Formula:  $LC/PC \times 200 = \text{Score}$ .

**6.8 TIE PROPOSAL:**

In the event of a tie between two or more proposers with the highest number of points, the proposer with the most points for the Demonstration evaluation shall be awarded the Contract. In the event that two or more proposers are still tied, the award will be made in accordance with Section 60A-1.011, Florida Administrative Code.

**6.9 CRITERIA FOR AWARDING POINTS TO TECHNICAL PROPOSAL SECTIONS:**

EXCELLENT RESPONSE: 90 TO 100% OF THE MAXIMUM SCORE.

GOOD RESPONSE: 80 TO 89% OF THE MAXIMUM SCORE.

FAIR RESPONSE: 70 TO 79% OF THE MAXIMUM SCORE.

POOR RESPONSE: 0 TO 69% OF THE MAXIMUM SCORE.

Rounding will be to the nearest one-hundredth of a point. In determining whether a response is excellent, good, fair or poor, a reviewer may use a combination of an "absolute" approach and a "comparative" approach.

# FLORIDA DEPARTMENT OF HIGHWAY SAFETY & MOTOR VEHICLES

## SAVINGS/DISCOUNTS/PRICE REDUCTIONS

**COMMODITY OR SERVICE:** Video Surveillance System

**Bidder/Respondent:** Please furnish the percent (%) discount in prices offered compared to prices that would be paid without this competitive solicitation.

Prices offered average \_\_\_\_\_ % discount.

Savings: Non-discounted price \$ \_\_\_\_\_ X \_\_\_\_\_ % discount = \$ \_\_\_\_\_ savings.

Additional comments or savings information:

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Company name: \_\_\_\_\_

To be completed by DHSMV representative as applicable:

ITB/RFP/ITN NUMBER 012-03 or Date of informal bid or quote \_\_\_\_\_

Requisition # \_\_\_\_\_ P O # \_\_\_\_\_ Division \_\_\_\_\_

Total award amount \$ \_\_\_\_\_

Forms/bidsavings.doc (rev.7/31/02)



**VIDEO SURVEILLANCE SYSTEM RFP**  
**DEPARTMENT RESPONSES TO PRE-PROPOSAL QUESTIONS**  
**Page 1**

**>>> RBrown <RBrown@temsystems.com> 12/16/02 04:13PM >>>**

1. This statement refers to the local DVR in each office. The reference to a central recording device should be read as central to the site.

2. a. There are no requirements for type of lens. Vendors should respond with "industry standard" equipment.

b. There are no requirements for size of lens. Vendors should respond with "industry standard" equipment.

c. All cameras will be installed in the interior of the driver license office. There will be some lights "on" 24/7 in each driver license office.

3. For installations not requiring permitting by local authorities, March 3 will be revised to "no later than March 17." April 15 will be revised to April 30. For installations requiring permitting, the Contractor must apply for all permits within 15 calendar days of award, and must complete each permitted installation within 15 calendar days of receipt of the permit.

**>>> "Rick Lacombe" <rlacombe@sonitrolfl.com> 12/16/02 05:47PM >>>**

This is a per camera rating. The system should have the capability to record a minimum of 3 frames per second from each connected camera.

**Nutech Faxed questions 12/16/02**

1. The vendor may undertake to negotiate a price reduction with the surety following installation acceptance by the State. No revision to the bonding requirement is contemplated at this time.

2. Two standards for describing video resolution seem to be prevalent in DVR systems, Total Video Lines (TVL) and Pixel Count. For the purposes of the RFP, Vendors may use either standard in describing their systems, preferably both if possible. The minimum requirements are 330 horizontal TVL or 320x240 (pixels).

**VIDEO SURVEILLANCE SYSTEM RFP**  
**DEPARTMENT RESPONSES TO PRE-PROPOSAL QUESTIONS**  
**Page 2**

3. The system must have the capability to record simultaneously in both continuous and motion detection mode, but not simultaneously from a single camera. The system must have the capability to accept input in either mode from multiple cameras simultaneously.

4.a. Same answer as to Sonitrolfl above

b. Three frames per second is a minimum requirement, regardless of the number of cameras connected to a digital video recorder (DVR).

5. The camera sensitivity in color mode should be less than or equal to one (1) lux.

6. Preventive maintenance is not a State requirement. However, the vendor must provide full service as per the specifications, and may include preventive maintenance. The vendor will respond to the requirement as written.

7. No. The contractor may wish to instruct his service desk personnel in problem resolution prior to dispatch.

**NuTech question of 12/23/02**

See paragraph 3.21 in the RFP. This “force majeure” clause excuses the contractor from delays due to any of the enumerated reasons, but does not excuse the contractor from repairing or replacing non-functional equipment, regardless of the cause of the equipment problem.

**Sonitrol questions of 12/23/02**

1. There will be no exclusion from the vendor’s responsibility for servicing of equipment due to “force majeure.” However, schedule delay allowances will be made. See answer to NuTech question of 12/23/02.

2. Section 4.3.1, f.2 has been revised to require that each office installation must include support of all electrical equipment with a minimum 500 VA Un-interruptible Power Supply (UPS) system. See also section 3.21, “Force Majeure,” and the answer to the NuTech question of 12/23/02.

**VIDEO SURVEILLANCE SYSTEM RFP**  
**DEPARTMENT RESPONSES TO PRE-PROPOSAL QUESTIONS**  
**Page 3**

**Sparta questions of 12/23/02**

1. The requirement set forth in section 4.3.1, a.5 must be understood as a minimum requirement.
2. Section 4.3.1, a.4 does not include a mandatory requirement for the number of seconds to be recorded prior to motion detection. Respondents may address the functionality of their proposed system in this respect, in responding to this section.
3. The Contractor must provide training for 20 trainees, one time, to be completed within ten (10) calendar days following complete system installation, in Tallahassee. We anticipate 20 trainees from the Florida Highway Patrol, Bureau of Investigations, 3 trainees each from the Division of Driver Licenses and the Information Systems Administration, and 2 trainees to be determined. A training video is not required.
4. The tie-in of the video surveillance system to the office alarm system is not required.
5. The Department will not permit the Contractor to have dial-in access.
6. Conduit is not required by the Department. However, the Contractor must comply with all applicable building and fire codes.
7. Section 4.3.1, f.2 has been revised to require that each office installation must include support of all electrical equipment with a minimum 500 VA Un-interruptible Power Supply (UPS) system.
8. The budget goal for this project is \$500,000.
9. The Department will provide the selected vendor with email address(es) for pager notification.
10. The Department will provide Network Time Protocol (NTP) for use by the Contractor. See section 4.3.1, a.7.
11. This is not a requirement for the Contractor. The Department will provide the mechanism for recording video to a CD.
12. Proprietary software may be used to assist in preservation of "chain of custody."

**VIDEO SURVEILLANCE SYSTEM RFP**  
**DEPARTMENT RESPONSES TO PRE-PROPOSAL QUESTIONS**  
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12. Proprietary software may be used to assist in preservation of "chain of custody."

## **SECTION 2: PURPOSE AND GENERAL INFORMATION**

### **2.1 PURPOSE:**

This Request for Proposal (RFP) is for the acquisition of a Video Surveillance System for approximately 105 driver license field offices across the State of Florida. The primary function of this system is to provide video security 24 hours a day to deter theft and assist law enforcement in identifying criminal suspects. The system will enhance and support a complaint referral system that can assist with identifying perpetrators of fraud. Systems will be required to capture video images from multiple cameras and store images locally for a minimum of 30 days. Each system must provide the capability to remotely and locally access, view, and download both stored and live images within the Department's network domain.

### **2.2 GLOSSARY:**

**COMPLAINT REFERRAL SYSTEM**: A system that will identify individuals attempting to perpetrate identity theft by illegally obtaining a DL/ID card. The entire complaint referral system will provide law enforcement and the Division of Driver Licenses' Fraud Unit pertinent information to investigate, arrest and prosecute fraud cases. Video surveillance is an integral part of this system in that it provides potential evidence to law enforcement.

**CONTRACT**: The notice of award and/or purchase order(s) issued by the Department to the Respondent to this RFP, which shall incorporate, among other provisions, the contents of this RFP, and the successful Respondent's proposal, except as specifically provided to the contrary in the notice of award and/or purchase order(s).

**CONTRACTOR (PRIME CONTRACTOR)**: The Respondent with whom the State of Florida executes a Contract to provide the required commodities/services.

**DAY**: A calendar day.

**DDL**: Division of Driver Licenses

**DEMOGRAPHIC DATA**: The applicant information transmitted from the FDLIS application to the host for update of card issuance and receipt documents (described in Attachment C, License Data Field Description – FDLIS Interface).

**DEPARTMENT**: The State of Florida, Department of Highway Safety and Motor Vehicles.

January 29 through February 7, 2003	Demonstrations will be scheduled in the Neil Kirkman Building, 2900 Apalachee Parkway, Tallahassee, Florida. Respondents may set up from 12 Noon to 5 P.M. the day preceding the demonstration. Demonstrations will begin at 8:30 AM, in alphabetical order.
February 13, 2003	There will be a public meeting of the evaluation committee for the purpose of evaluating final offers at 10:00 A.M., in the Auditorium of the Neil Kirkman Building, 2900 Apalachee Parkway, Tallahassee, Florida.
February 14, 2003	Complete evaluation and intended award. Performance Bond due from selected Contractor within ten (10) business days.
February 28, 2003	Contract executed.
No later than March 17, 2003	Installation start date for installations not requiring permitting. For installations requiring permitting, the Contractor must apply for all permits by this date.
April 30, 2003	Installations not requiring permitting must be complete statewide. Complete each permitted installation within 15 calendar days of receipt of the permit, but in no event later than June 27, 2003.

## **2.6 ACCESSIBILITY FOR DISABLED PERSONS:**

If a special accommodation is needed, please advise no later than five (5) working days prior to the event.

**3.12 TERM OF CONTRACT:**

The Contract shall be in effect from the date executed. All systems must be fully operational by April 30 for those not requiring local permitting, and no later than June 27, 2003, for those requiring permitting, or earlier as required by Section 2.5, Calendar of Events, with five-year maintenance from date of installation. If at any time the Contract is canceled, terminated, or expires, and a Contract contingent upon an annual appropriation by the Legislature is subsequently executed with a firm other than Contractor, Contractor has the affirmative obligation to assist in the smooth transition of Contract services to the subsequent Contractor. The Contract may be renewed for an additional five-year term, contingent upon satisfactory service, and annual appropriation by the Legislature.

**3.13 CONTRACTOR RESPONSIBILITY:**

The Department will consider the Contractor to be the sole point of contact with regard to contracted matters. The Contractor will assume sole responsibility for providing the commodities and services offered in its proposal whether or not the Contractor is the supplier of said commodities and services or any component. Contractor shall provide any and all cooperation with law enforcement as to the non-repudiation and authentication of video stored by system.

**3.14 ASSIGNMENT OF THE CONTRACT:**

The Contract is not assignable except with the prior written approval of the Department. Monies, which become due thereunder are not assignable except with the prior written approval of the Department, and the concurrence of the Comptroller of the State of Florida. In the event of such approval, the terms and the conditions hereof shall apply to and bind the party or parties to whom the Contract is assigned as fully and completely as the Contractor is thereunder bound and obligated. No assignment, if any, shall operate to release the Contractor from liability for the prompt and effective performance of its obligations under the Contract. Subject to Department approval, the Contract may be assigned to any party acquiring all or substantially all of the stock and assets of the Contractor.

**3.15 BENEFIT:**

The Contract is for the benefit of the Department and the Contractor and not for the benefit of any third party or person.

a. Digital Video Recorder

1. A networkable device that digitizes broadcast video camera input into video images stored onto a hard disk.

1. Number of Systems: 105 total systems supporting up to eight (8) cameras per system. The total number of cameras is 640 (plus or minus 10%). See Attachment A, Driver License Offices, for locations.

2. Network Connectivity: 10/100 Megabits per second Ethernet (RJ45)

3. Recorded Image Quality: Minimum Horizontal Resolution 330 TVL, or 320 X 240 pixels.

4. Recording Modes: Continuous recording and Motion Detection recording.

5. Recorded Frame Rate: Three (3) frames per second per camera.

6. Storage Capacity: A minimum of 30 days local storage capacity. Typical five (5) camera office will require approximately 34 hours of recorded motion per day over all five (5) cameras (to be verified by Contractor). See Attachment B, Estimated Daily Video Storage Requirements (Hours).

7. Date & Time Stamp: Recorded images must include a time and date stamp as part of the the image. Time and date may be supplied by the Department utilizing NTP (Network Time Protocol) via the Department-provided IP network.

8. Simultaneous View and Record: The system must provide capability to view images from cameras and simultaneously record images being viewed. There must be no degradation of recorded images due to viewing images during recording.

b. Surveillance Camera

1. Number of cameras per system: 5 to 8. The total number of cameras is 640 (plus or minus 10%).

2. Type: Color

3. Sensitivity: Lux rating less than or equal to one (1)

4. Power: System must provide camera power via Contractor provided cabling. The Department will not provide electrical power at the camera locations.

5. Resolution: Minimum 330 Horizontal TVL

6. Frame Rate: Minimum three (3) frames per second

c. Remote Image Access Supporting Complaint Referral System

1. Stored images must be accessible via IP network connectivity, via specific and limited IP ports

2. Stored images must be transferable to standard image format (.jpeg, .bmp, etc.)

3. Stored video must be transferable.

4. Stored video must provide for non-repudiation (authenticated)
5. System must provide mechanism to search stored video by date, time, and camera.
6. Live images must be viewable via 56k IP WAN connection at a minimum rate of one (1) frame per second
7. System must provide mechanism for limitation of bandwidth usage.
8. Provide a Fault Monitoring System for complaint referrals as described in paragraph e.1.

**d. System Access and Security**

1. System must be accessible and configurable via IP network connection.
2. System must have capability to limit access via user code/password.
3. Multiple levels of software security must be provided. Minimum of two levels, one for administration/setup and one for image retrieval.
4. The Contractor must provide a mechanism for physically securing the DVR device in a reasonable manner to deter theft. The method will be accomplished in consultation with the Department.
5. The Department will provide one (1) 10 MBPS ethernet network connection for the vendor's equipment (DVR). The vendor shall provide cabling necessary to connect the equipment (DVR) to the Department network.

**e. Fault Monitoring**

1. System must include mechanism to provide notification of system faults (i.e. camera failure, recording issues, system failures, etc.) to multiple entities providing information on the device type and location of fault. This notification mechanism must include capability to issue a pager alert which would include the previously described system fault information.
2. The Department will provide monitoring for "system outages." Monitoring will consist of network pings to determine whether or not the system (DVR) is responsive. Based on a non-responsive system, the Department will make the determination to contact the Vendor.

**f. General/System**

1. All electrical equipment must operate on a regular 110 voltage, 60 cycle AC, be equipped with a grounded plug, and must meet Underwriter's Laboratory Standards or equivalent. Cameras and other electrical equipment must be designed and built so that a voltage fluctuation with a low of 90 volts to a high of 130 volts will not affect the operation. Exception: Equipment requiring DC power is exempt from this requirement.
2. each office installation must include support of all electrical equipment with a minimum 500 VA Un-interruptible Power Supply (UPS) system.
3. All computer devices and peripherals must be certified for FCC, Class A operations.

4. All computer devices and peripherals and must operate normally under room temperature extremes.
5. Contractor shall furnish and install one video-recording device capable of supporting the required number of cameras at each site. Recording device shall be placed in a location determined by the Department as secure.
6. Contractor shall furnish and install all necessary components required for ongoing system management and support.
7. Contractor shall furnish and install 1 to 8 cameras per site, depending on site requirements as determined by the Division of Driver Licenses (refer to Section 4.3.5).
8. Contractor shall supply final installation and operational verification of system, including, but not limited to, recording device, cameras, camera power, mounting of cameras, sighting of all cameras, and camera connectivity to recording device.
9. The Contractor must comply with all applicable building and fire codes.

#### **4.3.2 WARRANTY REQUIREMENTS:**

Maintenance shall be provided for the system for a term of 5 years beginning April 2, 2003 through April 1, 2008, or 5 years from the date of completion of all initial installations, whichever is longer. During the warranty and maintenance period, the Contractor shall render maintenance to keep the system in or restore the System to good working order. Maintenance shall consist of support for system configuration and break/fix for all components. Contractor must provide adequate number and locations for parts, depots and service dispatch.

- a. Contractor shall establish one individual to function as liaison between Department personnel and Contractor's field service personnel providing service to this equipment. This individual shall have authority over field personnel for at least setting priorities of repairs, expediting repairs, and expediting delivery of parts. This individual must have a working knowledge of the equipment being serviced through this Contract. This working knowledge shall be sufficient for the individual to fully understand the repairs being made at the sites and communicate with both the Contractor's field service personnel and the Department's technical staff.

#### **4.3.4 TRAINING:**

The Contractor must provide training for 20 trainees, one time, to be completed within ten (10) calendar days following complete system installation, in Tallahassee. We anticipate 20 trainees from the Florida Highway Patrol, Bureau of Investigations, 3 trainees each from the Division of Driver Licenses and the Information Systems Administration, and 2 trainees to be determined. A training video is not required.

There are two areas of training that the Contractor must provide.

1. Fault Notification: Contractor must provide adequate training to Department personnel to properly monitor and respond to fault notifications, i.e., camera failure, etc.
2. Image/Video Retrieval: Contractor must provide training and documented procedures for retrieval of stored images and video segments via network connected device co-located with video surveillance system.

#### **4.3.5 DEPARTMENT RESPONSIBILITY:**

For pre-installation, the Department will provide to the Contractor anticipated site requirements for each site to include number of cameras, camera placement, camera sighting, recorder placement, and appropriate power at recorder site. The final site requirements will be determined by the Department in consultation with the Contractor at the time of installation.

The Department will provide one 10/100Mbps Ethernet RJ45 network connection and appropriate power at recorder location.

The Department will provide appropriate IP addressing information for each site.

For post-installation, the Department will monitor system faults and notify Contractor of issues.

**6.1 DEMONSTRATION OF SYSTEM HARDWARE AND SOFTWARE:**

- (maximum 25 points, refer to 4.3 and 5.8.6) (See Appendix A, Surveillance System Demonstration.) Respondents will be disqualified if found non-responsive to any of the demonstration requirements.

Item	Description	Points
1	Security settings for user code/password access	1
2	Limited access for view/download only user	1
3	Full access for administrative user	1
4	Configuration of individual camera settings for continuous recording	1
5	Configuration of individual camera settings for motion detection recording	1
6	Recording on continuous basis	2
7	Recording on motion detection	2
8	Camera capability in full light and low light situations	1
9	Configuration of fault monitoring for cameras and system	1
10	Fault notification based on camera failure	2
11	Search for an image from a workstation on local network based on time/date/camera	1
12	Store selected image on local workstation/media	1
13	Search for a video segment from a workstation on local network based on time/date/camera	2
14	Store selected video segment on local workstation/media	2
15	Access stored image from media on stand-alone PC	1
16	Access stored video segment from media on stand-alone PC	2
17	View live video on Department provided workstation source from system being accessed across 56k WAN connection	1
18	Store a selected image on Department provided workstation source from system being accessed across 56k WAN connection	1
19	Store a selected video segment on Department provided workstation source from system being accessed across 56k WAN connection	1
	<b>TOTAL</b>	<b>25</b>



February 3 through March 7, 2003	Demonstrations will be scheduled in the Neil Kirkman Building, 2900 Apalachee Parkway, Tallahassee, Florida, excluding February 17-21. Respondents will set up and demonstrate between 8:15 AM and 12:15 PM, in alphabetical order.
March 14, 2003	There will be a public meeting of the evaluation committee for the purpose of evaluating final offers at 10:00 A.M., in Room A427 (Auditorium) of the Neil Kirkman Building, 2900 Apalachee Parkway, Tallahassee, Florida.
	Performance Bond due from selected Contractor within ten (10) business days.
March 28, 2003	Contract executed.
No later than April 15, 2003	Installation start date for installations not requiring permitting. For installations requiring permitting, the Contractor must apply for all permits by this date.
May 30, 2003	Installations not requiring permitting must be complete statewide. Complete each permitted installation within 15 calendar days of receipt of the permit, but in no event later than June 27, 2003.

## **2.6 ACCESSIBILITY FOR DISABLED PERSONS:**

If a special accommodation is needed, please advise no later than five (5) working days prior to the event.

### Surveillance System Demonstration

#### GENERAL DEMONSTRATION REQUIREMENTS:

Demonstrations will only be conducted during the period defined in the paragraph entitled "Calendar of Events" in this RFP. Assignment of Demonstration dates and times will be made by the Issuing Officer and scheduled in alphabetic order. Demonstrations will not exceed four hours including set-up by the vendor. Contractor will be required to bring his equipment to the Department of Highway Safety and Motor Vehicles, Division of Driver Licenses, Neil Kirkman Building, Tallahassee, Florida 32399-0560, for the demonstration either in Room D423A or D423B per assignment.

Each Contractor demonstration will be conducted in the same manner. Contractor's demonstration must reference and reflect the requirements of the RFP. Contractor must also identify and demonstrate any additional, but relevant features included in the Contractor's proposal. The final Demonstration must reflect a system meeting all the requirements of the RFP.

#### **The demonstration will be conducted as follows:**

1. Contractor will provide the Department with certification that the software and hardware configuration of the system being demonstrated is the equipment to be offered in the Contractor's proposal.
2. Contractor will explain the internal and external features of the equipment and demonstrate its ease of use. The equipment demonstrated must include the DVR, cameras, and any additional required components.
3. Contractor will be allowed to configure and test the system prior to the actual demonstration.
4. Contractor will demonstrate a system consisting of a minimum of one (1) DVR device and two (2) video cameras. The placement of the cameras will be agreed upon by the department

#### **The Department will make available the following infrastructure, devices, and information to the Contractor for use during the demonstration:**

1. One Remote Network Site, terminated in the demonstration location, connected via 56k Frame Relay circuit to the Department's Headquarters LAN
2. One (1) 10/100 Mbps Ethernet network connection (RJ45) on the Remote Network Site for use by the Contractor's system

# Vendor Demonstrations

## Video Camera Surveillance System

Setups begin at 8:15am /demos run thru 12:15pm

Please advise our Security Desk that you are here to set up for the Video Surveillance System Demo in **Room D424**

All Demos will take place at Neil Kirkman Building 2900 Apalachee Parkway - Tallahassee, FL Room D424

1	<b>Mon</b>	3-Feb	<b>ADT Security Services</b>	<a href="mailto:ppellegrinelli@adt.com">ppellegrinelli@adt.com</a>
2	<b>Tues</b>	4-Feb	<b>American Alarms</b>	<a href="mailto:amalarms@aol.com">amalarms@aol.com</a>
3	<b>Wed</b>	5-Feb	<b>BRS Electronics</b>	<a href="mailto:brsinc@cfl.rr.com">brsinc@cfl.rr.com</a>
4	<b>Thurs</b>	6-Feb	<b>DO Creasman Electronics</b>	<a href="mailto:cdowns@docreasmanelectronics.com">cdowns@docreasmanelectronics.com</a> / <a href="mailto:crystapaul@aol.com">crystapaul@aol.com</a>
5	<b>Fri</b>	7-Feb	<b>Duos Engineering</b>	<a href="mailto:ls@duosengineering.com">ls@duosengineering.com</a>
6	<b>Mon</b>	10-Feb	<b>FB Security Solutions</b>	<a href="mailto:fbssi@aol.com">fbssi@aol.com</a>
7	<b>Tues</b>	11-Feb	<b>General Fiber Communications</b>	<a href="mailto:tlegore@generalfiber.com">tlegore@generalfiber.com</a>
8	<b>Wed</b>	12-Feb	<b>Global Technologies</b>	<a href="mailto:cross@gtsecurity.com">cross@gtsecurity.com</a>
9	<b>Thurs</b>	13-Feb	<b>GMI Construction Services</b>	<a href="mailto:gmark@gmics.com">gmark@gmics.com</a>
10	<b>Fri</b>	14-Feb	<b>Goff Communications</b>	<a href="mailto:brian.jones@goffcommunications.com">brian.jones@goffcommunications.com</a>
	<b>Feb 17-21</b>		<b>No Demos</b>	
11	<b>Mon</b>	24-Feb	<b>Knogo North America</b>	<a href="mailto:villetts@directvinternet.com">villetts@directvinternet.com</a>
12	<b>Tues</b>	25-Feb	<b>NuTech Fire &amp; Security</b>	<a href="mailto:mtmtorr@aol.com">mtmtorr@aol.com</a> / <a href="mailto:dpotts@nutechnational.com">dpotts@nutechnational.com</a>
13	<b>Wed</b>	26-Feb	<b>Quality Communications Fire &amp; Security</b>	<a href="mailto:jpeterson@qcfsi.com">jpeterson@qcfsi.com</a>
14	<b>Thurs</b>	27-Feb	<b>Security-One Systems</b>	<a href="mailto:carl.stark@securityone.com">carl.stark@securityone.com</a>
15	<b>Fri</b>	28-Feb	<b>Siemens</b>	<a href="mailto:jennifer.webb@siemens.com">jennifer.webb@siemens.com</a>
16	<b>Mon</b>	3-Mar	<b>Simplex Grinnell</b>	<a href="mailto:pdorsi@tycoint.com">pdorsi@tycoint.com</a>
17	<b>Tues</b>	4-Mar	<b>Sonitrol</b>	<a href="mailto:dsmith@sonitrolfl.com">dsmith@sonitrolfl.com</a>
18	<b>Wed</b>	5-Mar	<b>Sparta Consulting</b>	<a href="mailto:awalker@spartasolutions.net">awalker@spartasolutions.net</a>
19	<b>Thurs</b>	6-Mar	<b>USE / Central Data Inc.</b>	<a href="mailto:jackieb@centraldata1.com">jackieb@centraldata1.com</a>
	<b>Fri</b>	7-Mar		





State of Florida  
DEPARTMENT OF  
HIGHWAY SAFETY AND MOTOR VEHICLES  
TALLAHASSEE, FLORIDA 32399-0500

FRED O. DICKINSON  
Executive Director

January 3, 2003

Addendum #1  
RFP #012-03  
Video Surveillance System  
Due 2:30 PM, January 24, 2003

Dear Sir or Madam,

The subject Request for Proposal is hereby amended as follows:

A copy of the sign-in sheet from the pre-proposal conference of December 23, 2002, is enclosed, along with copies of the questions received by the Department and the Department's official answers. Also enclosed are revised pages 4, 9, 13, 28, 25, 26, 27, 28, 32, and 40, all marked "(Revised 1/3/03)". Please add these pages to your copy of the Request for Proposal, and remove any earlier versions of the same pages issued prior to this Addendum #1 of January 3, 2003.

Please sign and return a copy of this Addendum #1 to Request for Proposal #012-03 by the deadline for receipt of complete proposals in the Calendar of Events, Section 2.5 of the Request for Proposal.

All other terms and conditions remain unchanged.

DIVISIONS/FLORIDA HIGHWAY PATROL • DRIVER LICENSES • MOTOR VEHICLES • ADMINISTRATIVE SERVICES

2900 Apalachee Parkway, Neil Kirkman Building, Tallahassee, Florida 32399-0500  
<http://www.hsmv.state.fl.us>

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Any notice of protest or protest to this solicitation which was filed prior to this notice is null and void.

Sincerely,



Russ, Rothman, CPPO  
Chief of Purchasing & Contracts

Enclosures

Cc: Mr. Al Brignoni, Division of Driver License  
Mr. Joey Hornsby, Information Systems Administration  
Captain. Alexa Riggio, Florida Highway Patrol

Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_

Firm \_\_\_\_\_

Pre-proposal conference

ITN 012-03/December 23, 2002

NAME	REPRESENTING	PHONE #
Russ KOTHMAN	DHSMV PURCHASING	(850) 488-8535
B. DOWNWARD	SPARTA	301 656 6600x20
JACK CABASSO	AVENTURA TECHNOLOGIES	(631) 754-3000
Wolfgang Grunbaum	Exigent Integrated Tech.	(305) (405) - 4001 (954) 665-9653
DANNY CALICO	AMERICAN ALUMS, INC	(818) 663-1935
DOUG WYATT	G.M.F., INTEGRATED SECURITY SOLUTIONS	(407) 934-8782
RICK LACOMBE	Sonitrol	850-769-0010
DALZA POTTS	NOTECH NATIONAL	800 569-1600
ALFREDO Buissoni	DHSMV DDL	850-414-9668
WANE TENNISON	SIMPLEX GRINHELL	850-575-1744
Fran Fisher	Data Industries	305-665-2766

- BERNADETTE

012-03

**From:** RBrown <RBrown@temsystems.com>  
**To:** "rothman.russ@hsmv.state.fl.us" <rothman.russ@hsmv.state.fl.us>  
**Date:** 12/16/02 4:16PM  
**Subject:** Video Surveillance System-RFI

Russ,

① \* Section 4.2 Purpose/Objective: This section refers to archive video records of field office activities to a central recording device.....Is this statement referring to the local DVR in each office or a recording device, in one location, that captures all 105 offices?

② \* Section 4.3.1.b System Requirements-Surveillance Camera: 1) Are there any requirements for the fixed or vari-focal lens, none are stated. 2) What mm size lens, none are stated. 3) Are all cameras interior?

③ \* Section 2.5 Calendar of Events: The calendar of events states that the contract will be executed on February 28th and work is to commence on March 3rd. Typically, any company that will bid on this project will not stock the equipment, they will have to order from their respective vendors. I would recommend that you add two (2) weeks to the installation time so the product can be ordered.

Rick Brown  
Systems Consultant  
TEM Systems

012-03

**From:** "Rick Lacombe" <rlacombe@sonitroff.com>

012-03

**From:** "Rick Lacombe" <riacombe@sonitrolfl.com>  
**To:** <rothman.russ@hsmv.state.fl.us>  
**Date:** 12/16/02 5:46PM  
**Subject:** Bid Clarification

On page 26 of 41

4.3.1.a. Digital Video Recorder Number 5. Recorded frame rate.  
It is listed as 3 frames per second. Is that a per camera rating therefore  
the system should record at a minimum of 24 frames per second if there are 8  
cameras on the system.

012-03



**Nutech National**  
The Alarm Servicing Network

800 569-1600

# Fax

To: ALP From: Nutech National EXT. 501

Fax: \_\_\_\_\_ Pages: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: 12-16-02

Re: RFP CC: \_\_\_\_\_

- Urgent   
  For Review   
  Please Comment   
  Please Reply   
  Please Recycle

• Comments:

Copies to Al Bugnioni CEO  
 Alexa Riggio  
 Tony Horvath  
 Russ

## Questions for RFP #012-03 VIDEO SURVEILLANCE SYSTEM

3.26:

1 Q The bid bond requirement asks for a performance bond to stay in effect the entire contract term. Can a performance bond be released upon acceptance of the installation, and a maintenance bond provided for the remainder of this contract?

### 4.3.1 Hardware/Software:

A. Digital Video Recorder

A.3 Recorded Image quality: Minimum Horizontal resolution 330TVL

2 Q: Most digital video equipment will digitize video at standards of 640x480, 440x220, etc. number of pixels per line, the amount of color information in each pixel will vary. Can you provide this type of standard instead of the analog TVL standard?

A-4 Recording Modes: Continuous recording and Motion Detection recording

3 Q: Is this to be understood that continuous recording or motion detection are two (2) types and not consecutive continuous and motion detection at the same time?

A-5 Recorded Frame Rate three (3) frames per second

4 Q: Are the frames per second over the whole unit or per camera? Would it be allowable to have the DVR exceed 3 frames per second when only 6 cameras are connected, providing 2.8 frames per second at 7 cameras, and 2.5 frames per second when 8 cameras are installed? This may considerably reduce the cost to the state for this minor change. Less than 1/2 frame per second is almost not noticed.

B-3 Lux rating of less than or equal to 1

5 Q: Is this less than 1 or equal to 1 referring to the monochrome mode of the color camera, or less than or equal to one in the color mode?

### 4.3.2 Warranty requirements

P

6 Q: Is a Preventive Maintenance program required by the state and if so how frequently?

N:

7 Q: The bid spec states the vendor cannot bill for service calls that were issued by the State in error. Can this be quantified as to not exceed so many per year?

12/23/02

NOTE: NATIONAL - Dallas JTS

Language regarding service / warranty  
Acts of God, vandalism. What should be  
covered - limit risk losses to contractor.

12/23/02

Rick Lacombe - Sonitrol - 850-769-0010

rlacombe@sonitrolfl.com

- Any specific exclusions from service such as an "act of God" or Vandalism.
- The UPS should have line conditioning.

12/23/02

SPARTA

BDOWNWARD@SPARTASOLUTIONS.NET

301 656 6600 x20

BERNADETTE DOWNWARD

WWW.SPARTASOLUTIONS.NET

- 1) WHAT RATE SHOULD RECORDING BE AT WHEN TRIGGERED BY MOTION ~~DETECT~~ DETECTION?
- 2) HOW MANY SECONDS PRIOR TO THE MOTION DETECTION SHOULD BE RECORDED?
- 3) TRAINING: HOW MANY STUDENTS? LOCATIONS? AND FREQUENCY?  
SHOULD WE MAKE A VIDEO OR OTHER DOCUMENTATION FOR NEW EMPLOYEES? ANSWER: PROVIDE "TRAIN-THE-TRAINER"
- 4) TIE IN OF ALARMS SHOULD BE HIGHLIGHTED/OPTIONAL?
- 5) MAINTAINANCE CAN WE DEAL IN + MAKE MODIFICATIONS OVER DIAL/NETWORK? NO
- 6) WILL CONDUIT BE REQUIRED? NO
- 7) ADD <sup>SINGLE</sup> UPS UNITS FOR DVR + CAMERA POWER YES  
(NOTE: THIS SHOULD REDUCE MAINT. COSTS.)
- 8) WHAT IS BUDGET GOAL?
- 9) PROVIDE EMAIL ADDRESS FOR NOTIFICATIONS TO PAGER OR OTHER DEVICE ACCESSIBLE VIA THE DVR OVER TCP/IP.

MORE  
↓

SPARTA 12/23/02

- 10) WHAT IS THE SOURCE OF TIME SYNC? IS NTP AVAILABLE?
- 11) CD IMAGES SHALL BE RECORDED AT REMOTE WORKSTATION
- 12) PROPRIETARY SOFTWARE MAY BE USED TO ASSIST IN PRESERVATION OF "CHAIN OF CUSTODY".

**BID LIST REGISTRATION**

With this sheet you have received bid documents for the following:

Bid, RFP or ITN #: 012-03

Number of Addenda as of above date: \_\_\_\_\_

Item(s) of Bid: Video Surveillance System

Date and Time Due: January 24, 2003 2:30 PM

**THE BID DOCUMENTS YOU RECEIVED ARE SUBJECT TO CHANGE. TO RECEIVE NOTICES OF CHANGES (ADDENDA) PLEASE ADD YOUR FIRM TO OUR BID LIST FOR THIS BID OR RFP BY FILLING IN THE INFORMATION BELOW AND FAXING THIS SHEET TO OUR BUREAU OF PURCHASING AND CONTRACTS AT (850) 922-6273, OR MAILING IT TO US AT:**

**DEPARTMENT OF HIGHWAY SAFETY AND  
MOTOR VEHICLES  
Neil Kirkman Building, Room B412  
2900 Apalachee Parkway, Mall Station 31  
Tallahassee, Florida 32399-0524**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Attn: \_\_\_\_\_

Telephone: \_\_\_\_\_ ( ) \_\_\_\_\_

Fax No.: \_\_\_\_\_ ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**FAILURE TO REGISTER YOUR FIRM'S INTEREST IN THIS BID SOLICITATION MAY CAUSE YOUR FIRM NOT TO RECEIVE INFORMATION NECESSARY FOR THE PREPARATION OF A RESPONSIVE BID, AND CONSIDERATION FOR AWARD OF A CONTRACT.**

**FOR FURTHER INFORMATION ON THIS PROCESS, YOU MAY TELEPHONE (850) 488-8290.**

To receive information on DHSMV bids 24 hours a day, 7 days a week, visit our web site at <http://www.hsmv.state.fl.us/purchasing> and select "Current Bid Solicitations & Awards".

**Notice to all vendors.** All bid solicitations are subject to change. It is the responsibility of the vendor to check for any future addendums, questions, revisions, etc., prior to the bid opening. Failure to do so will be the responsibility of the vendor. Bid advertisements and documents, including addenda, may be searched through the Florida Vendor Bid System search form at: [http://fcn.state.fl.us/owa\\_vbs/owa/vbs](http://fcn.state.fl.us/owa_vbs/owa/vbs) [www.search.criteria](http://www.search.criteria) form

**VIDEO SURVEILLANCE SYSTEM RFP**  
**DEPARTMENT RESPONSES TO PRE-PROPOSAL QUESTIONS**  
**Page 1**

**>>> RBrown <RBrown@temsystems.com> 12/16/02 04:13PM >>>**

1. This statement refers to the local DVR in each office. The reference to a central recording device should be read as central to the site.

2. a. There are no requirements for type of lens. Vendors should respond with "industry standard" equipment.

b. There are no requirements for size of lens. Vendors should respond with "industry standard" equipment.

c. All cameras will be installed in the interior of the driver license office. There will be some lights "on" 24/7 in each driver license office.

3. For installations not requiring permitting by local authorities, March 3 will be revised to "no later than March 17." April 15 will be revised to April 30. For installations requiring permitting, the Contractor must apply for all permits within 15 calendar days of award, and must complete each permitted installation within 15 calendar days of receipt of the permit.

**>>> "Rick Lacombe" <rlacombe@sonitrolfl.com> 12/16/02 05:47PM >>>**

This is a per camera rating. The system should have the capability to record a minimum of 3 frames per second from each connected camera.

**Nutech Faxed questions 12/16/02**

1. The vendor may undertake to negotiate a price reduction with the surety following installation acceptance by the State. No revision to the bonding requirement is contemplated at this time.

2. Two standards for describing video resolution seem to be prevalent in DVR systems, Total Video Lines (TVL) and Pixel Count. For the purposes of the RFP, Vendors may use either standard in describing their systems, preferably both if possible. The minimum requirements are 330 horizontal TVL or 320x240 (pixels).

**VIDEO SURVEILLANCE SYSTEM RFP**  
**DEPARTMENT RESPONSES TO PRE-PROPOSAL QUESTIONS**  
**Page 2**

3. The system must have the capability to record simultaneously in both continuous and motion detection mode, but not simultaneously from a single camera. The system must have the capability to accept input in either mode from multiple cameras simultaneously.

4.a. Same answer as to Sonitrolfl above

b. Three frames per second is a minimum requirement, regardless of the number of cameras connected to a digital video recorder (DVR).

5. The camera sensitivity in color mode should be less than or equal to one (1) lux.

6. Preventive maintenance is not a State requirement. However, the vendor must provide full service as per the specifications, and may include preventive maintenance. The vendor will respond to the requirement as written.

7. No. The contractor may wish to instruct his service desk personnel in problem resolution prior to dispatch.

**NuTech question of 12/23/02**

See paragraph 3.21 in the RFP. This “force majeure” clause excuses the contractor from delays due to any of the enumerated reasons, but does not excuse the contractor from repairing or replacing non-functional equipment, regardless of the cause of the equipment problem.

**Sonitrol questions of 12/23/02**

1. There will be no exclusion from the vendor’s responsibility for servicing of equipment due to “force majeure.” However, schedule delay allowances will be made. See answer to NuTech question of 12/23/02.

2. Section 4.3.1, f.2 has been revised to require that each office installation must include support of all electrical equipment with a minimum 500 VA Un-interruptible Power Supply (UPS) system. See also section 3.21, “Force Majeure,” and the answer to the NuTech question of 12/23/02.

**VIDEO SURVEILLANCE SYSTEM RFP**  
**DEPARTMENT RESPONSES TO PRE-PROPOSAL QUESTIONS**  
**Page 3**

**Sparta questions of 12/23/02**

1. The requirement set forth in section 4.3.1, a.5 must be understood as a minimum requirement.
2. Section 4.3.1, a.4 does not include a mandatory requirement for the number of seconds to be recorded prior to motion detection. Respondents may address the functionality of their proposed system in this respect, in responding to this section.
3. The Contractor must provide training for 20 trainees, one time, to be completed within ten (10) calendar days following complete system installation, in Tallahassee. We anticipate 20 trainees from the Florida Highway Patrol, Bureau of Investigations, 3 trainees each from the Division of Driver Licenses and the Information Systems Administration, and 2 trainees to be determined. A training video is not required.
4. The tie-in of the video surveillance system to the office alarm system is not required.
5. The Department will not permit the Contractor to have dial-in access.
6. Conduit is not required by the Department. However, the Contractor must comply with all applicable building and fire codes.
7. Section 4.3.1, f.2 has been revised to require that each office installation must include support of all electrical equipment with a minimum 500 VA Un-interruptible Power Supply (UPS) system.
8. The budget goal for this project is \$500,000.
9. The Department will provide the selected vendor with email address(es) for pager notification.
10. The Department will provide Network Time Protocol (NTP) for use by the Contractor. See section 4.3.1, a.7.
11. This is not a requirement for the Contractor. The Department will provide the mechanism for recording video to a CD.
12. Proprietary software may be used to assist in preservation of "chain of custody."

## **SECTION 2: PURPOSE AND GENERAL INFORMATION**

### **2.1 PURPOSE:**

This Request for Proposal (RFP) is for the acquisition of a Video Surveillance System for approximately 105 driver license field offices across the State of Florida. The primary function of this system is to provide video security 24 hours a day to deter theft and assist law enforcement in identifying criminal suspects. The system will enhance and support a complaint referral system that can assist with identifying perpetrators of fraud. Systems will be required to capture video images from multiple cameras and store images locally for a minimum of 30 days. Each system must provide the capability to remotely and locally access, view, and download both stored and live images within the Department's network domain.

### **2.2 GLOSSARY:**

**COMPLAINT REFERRAL SYSTEM**: A system that will identify individuals attempting to perpetrate identity theft by illegally obtaining a DL/ID card. The entire complaint referral system will provide law enforcement and the Division of Driver Licenses' Fraud Unit pertinent information to investigate, arrest and prosecute fraud cases. Video surveillance is an integral part of this system in that it provides potential evidence to law enforcement.

**CONTRACT**: The notice of award and/or purchase order(s) issued by the Department to the Respondent to this RFP, which shall incorporate, among other provisions, the contents of this RFP, and the successful Respondent's proposal, except as specifically provided to the contrary in the notice of award and/or purchase order(s).

**CONTRACTOR (PRIME CONTRACTOR)**: The Respondent with whom the State of Florida executes a Contract to provide the required commodities/services.

**DAY**: A calendar day.

**DDL**: Division of Driver Licenses

**DEMOGRAPHIC DATA**: The applicant information transmitted from the FDLIS application to the host for update of card issuance and receipt documents (described in Attachment C, License Data Field Description – FDLIS Interface).

**DEPARTMENT**: The State of Florida, Department of Highway Safety and Motor Vehicles.

January 29 through February 7, 2003	Demonstrations will be scheduled in the Neil Kirkman Building, 2900 Apalachee Parkway, Tallahassee, Florida. Respondents may set up from 12 Noon to 5 P.M. the day preceding the demonstration. Demonstrations will begin at 8:30 AM, in alphabetical order.
February 13, 2003	There will be a public meeting of the evaluation committee for the purpose of evaluating final offers at 10:00 A.M., in the Auditorium of the Neil Kirkman Building, 2900 Apalachee Parkway, Tallahassee, Florida.
February 14, 2003	Complete evaluation and intended award. Performance Bond due from selected Contractor within ten (10) business days.
February 28, 2003	Contract executed.
No later than March 17, 2003	Installation start date for installations not requiring permitting. For installations requiring permitting, the Contractor must apply for all permits by this date.
April 30, 2003	Installations not requiring permitting must be complete statewide. Complete each permitted installation within 15 calendar days of receipt of the permit, but in no event later than June 27, 2003.

## **2.6 ACCESSIBILITY FOR DISABLED PERSONS:**

If a special accommodation is needed, please advise no later than five (5) working days prior to the event.

**3.12 TERM OF CONTRACT:**

The Contract shall be in effect from the date executed. All systems must be fully operational by April 30 for those not requiring local permitting, and no later than June 27, 2003, for those requiring permitting, or earlier as required by Section 2.5, Calendar of Events, with five-year maintenance from date of installation. If at any time the Contract is canceled, terminated, or expires, and a Contract contingent upon an annual appropriation by the Legislature is subsequently executed with a firm other than Contractor, Contractor has the affirmative obligation to assist in the smooth transition of Contract services to the subsequent Contractor. The Contract may be renewed for an additional five-year term, contingent upon satisfactory service, and annual appropriation by the Legislature.

**3.13 CONTRACTOR RESPONSIBILITY:**

The Department will consider the Contractor to be the sole point of contact with regard to contracted matters. The Contractor will assume sole responsibility for providing the commodities and services offered in its proposal whether or not the Contractor is the supplier of said commodities and services or any component. Contractor shall provide any and all cooperation with law enforcement as to the non-repudiation and authentication of video stored by system.

**3.14 ASSIGNMENT OF THE CONTRACT:**

The Contract is not assignable except with the prior written approval of the Department. Monies, which become due thereunder are not assignable except with the prior written approval of the Department, and the concurrence of the Comptroller of the State of Florida. In the event of such approval, the terms and the conditions hereof shall apply to and bind the party or parties to whom the Contract is assigned as fully and completely as the Contractor is thereunder bound and obligated. No assignment, if any, shall operate to release the Contractor from liability for the prompt and effective performance of its obligations under the Contract. Subject to Department approval, the Contract may be assigned to any party acquiring all or substantially all of the stock and assets of the Contractor.

**3.15 BENEFIT:**

The Contract is for the benefit of the Department and the Contractor and not for the benefit of any third party or person.

a. Digital Video Recorder

1. A networkable device that digitizes broadcast video camera input into video images stored onto a hard disk.

1. Number of Systems: 105 total systems supporting up to eight (8) cameras per system. The total number of cameras is 640 (plus or minus 10%). See Attachment A, Driver License Offices, for locations.

2. Network Connectivity: 10/100 Megabits per second Ethernet (RJ45)

3. Recorded Image Quality: Minimum Horizontal Resolution 330 TVL, or 320 X 240 pixels.

4. Recording Modes: Continuous recording and Motion Detection recording.

5. Recorded Frame Rate: Three (3) frames per second per camera.

6. Storage Capacity: A minimum of 30 days local storage capacity. Typical five (5) camera office will require approximately 34 hours of recorded motion per day over all five (5) cameras (to be verified by Contractor). See Attachment B, Estimated Daily Video Storage Requirements (Hours).

7. Date & Time Stamp: Recorded images must include a time and date stamp as part of the the image. Time and date may be supplied by the Department utilizing NTP (Network Time Protocol) via the Department-provided IP network.

8. Simultaneous View and Record: The system must provide capability to view images from cameras and simultaneously record images being viewed. There must be no degradation of recorded images due to viewing images during recording.

b. Surveillance Camera

1. Number of cameras per system: 5 to 8. The total number of cameras is 640 (plus or minus 10%).

2. Type: Color

3. Sensitivity: Lux rating less than or equal to one (1)

4. Power: System must provide camera power via Contractor provided cabling. The Department will not provide electrical power at the camera locations.

5. Resolution: Minimum 330 Horizontal TVL

6. Frame Rate: Minimum three (3) frames per second

c. Remote Image Access Supporting Complaint Referral System

1. Stored images must be accessible via IP network connectivity, via specific and limited IP ports

2. Stored images must be transferable to standard image format (.jpeg, .bmp, etc.)

3. Stored video must be transferable.

4. Stored video must provide for non-repudiation (authenticated)
5. System must provide mechanism to search stored video by date, time, and camera.
6. Live images must be viewable via 56k IP WAN connection at a minimum rate of one (1) frame per second
7. System must provide mechanism for limitation of bandwidth usage.
8. Provide a Fault Monitoring System for complaint referrals as described in paragraph e.1.

**d. System Access and Security**

1. System must be accessible and configurable via IP network connection.
2. System must have capability to limit access via user code/password.
3. Multiple levels of software security must be provided. Minimum of two levels, one for administration/setup and one for image retrieval.
4. The Contractor must provide a mechanism for physically securing the DVR device in a reasonable manner to deter theft. The method will be accomplished in consultation with the Department.
5. The Department will provide one (1) 10 MBPS ethernet network connection for the vendor's equipment (DVR). The vendor shall provide cabling necessary to connect the equipment (DVR) to the Department network.

**e. Fault Monitoring**

1. System must include mechanism to provide notification of system faults (i.e. camera failure, recording issues, system failures, etc.) to multiple entities providing information on the device type and location of fault. This notification mechanism must include capability to issue a pager alert which would include the previously described system fault information.
2. The Department will provide monitoring for "system outages." Monitoring will consist of network pings to determine whether or not the system (DVR) is responsive. Based on a non-responsive system, the Department will make the determination to contact the Vendor.

**f. General/System**

1. All electrical equipment must operate on a regular 110 voltage, 60 cycle AC, be equipped with a grounded plug, and must meet Underwriter's Laboratory Standards or equivalent. Cameras and other electrical equipment must be designed and built so that a voltage fluctuation with a low of 90 volts to a high of 130 volts will not affect the operation. Exception: Equipment requiring DC power is exempt from this requirement.
2. each office installation must include support of all electrical equipment with a minimum 500 VA Un-interruptible Power Supply (UPS) system.
3. All computer devices and peripherals must be certified for FCC, Class A operations.

4. All computer devices and peripherals and must operate normally under room temperature extremes.
5. Contractor shall furnish and install one video-recording device capable of supporting the required number of cameras at each site. Recording device shall be placed in a location determined by the Department as secure.
6. Contractor shall furnish and install all necessary components required for ongoing system management and support.
7. Contractor shall furnish and install 1 to 8 cameras per site, depending on site requirements as determined by the Division of Driver Licenses (refer to Section 4.3.5).
8. Contractor shall supply final installation and operational verification of system, including, but not limited to, recording device, cameras, camera power, mounting of cameras, sighting of all cameras, and camera connectivity to recording device.
9. The Contractor must comply with all applicable building and fire codes.

#### **4.3.2 WARRANTY REQUIREMENTS:**

Maintenance shall be provided for the system for a term of 5 years beginning April 2, 2003 through April 1, 2008, or 5 years from the date of completion of all initial installations, whichever is longer. During the warranty and maintenance period, the Contractor shall render maintenance to keep the system in or restore the System to good working order. Maintenance shall consist of support for system configuration and break/fix for all components. Contractor must provide adequate number and locations for parts, depots and service dispatch.

- a. Contractor shall establish one individual to function as liaison between Department personnel and Contractor's field service personnel providing service to this equipment. This individual shall have authority over field personnel for at least setting priorities of repairs, expediting repairs, and expediting delivery of parts. This individual must have a working knowledge of the equipment being serviced through this Contract. This working knowledge shall be sufficient for the individual to fully understand the repairs being made at the sites and communicate with both the Contractor's field service personnel and the Department's technical staff.

#### **4.3.4 TRAINING:**

The Contractor must provide training for 20 trainees, one time, to be completed within ten (10) calendar days following complete system installation, in Tallahassee. We anticipate 20 trainees from the Florida Highway Patrol, Bureau of Investigations, 3 trainees each from the Division of Driver Licenses and the Information Systems Administration, and 2 trainees to be determined. A training video is not required.

There are two areas of training that the Contractor must provide.

1. Fault Notification: Contractor must provide adequate training to Department personnel to properly monitor and respond to fault notifications, i.e., camera failure, etc.
2. Image/Video Retrieval: Contractor must provide training and documented procedures for retrieval of stored images and video segments via network connected device co-located with video surveillance system.

#### **4.3.5 DEPARTMENT RESPONSIBILITY:**

For pre-installation, the Department will provide to the Contractor anticipated site requirements for each site to include number of cameras, camera placement, camera sighting, recorder placement, and appropriate power at recorder site. The final site requirements will be determined by the Department in consultation with the Contractor at the time of installation.

The Department will provide one 10/100Mbps Ethernet RJ45 network connection and appropriate power at recorder location.

The Department will provide appropriate IP addressing information for each site.

For post-installation, the Department will monitor system faults and notify Contractor of issues.

**6.1 DEMONSTRATION OF SYSTEM HARDWARE AND SOFTWARE:**

- (maximum 25 points, refer to 4.3 and 5.8.6) (See Appendix A, Surveillance System Demonstration.) Respondents will be disqualified if found non-responsive to any of the demonstration requirements.

Item	Description	Points
1	Security settings for user code/password access	1
2	Limited access for view/download only user	1
3	Full access for administrative user	1
4	Configuration of individual camera settings for continuous recording	1
5	Configuration of individual camera settings for motion detection recording	1
6	Recording on continuous basis	2
7	Recording on motion detection	2
8	Camera capability in full light and low light situations	1
9	Configuration of fault monitoring for cameras and system	1
10	Fault notification based on camera failure	2
11	Search for an image from a workstation on local network based on time/date/camera	1
12	Store selected image on local workstation/media	1
13	Search for a video segment from a workstation on local network based on time/date/camera	2
14	Store selected video segment on local workstation/media	2
15	Access stored image from media on stand-alone PC	1
16	Access stored video segment from media on stand-alone PC	2
17	View live video on Department provided workstation source from system being accessed across 56k WAN connection	1
18	Store a selected image on Department provided workstation source from system being accessed across 56k WAN connection	1
19	Store a selected video segment on Department provided workstation source from system being accessed across 56k WAN connection	1
	<b>TOTAL</b>	<b>25</b>





State of Florida  
DEPARTMENT OF  
HIGHWAY SAFETY AND MOTOR VEHICLES  
TALLAHASSEE, FLORIDA 32399-0500

FRED O. DICKINSON  
Executive Director

January 10, 2003

Addendum #2  
RFP #012-03  
Video Surveillance System  
Due 2:30 PM, January 24, 2003

Dear Sir or Madam,

The subject Request for Proposal is hereby amended as follows:

The maximum budget for this project is \$600,000. The agency reserves the right to purchase additional equipment in an amount up to 10% above the current maximum budget at any time during the term of the contract. Respondents will now quote a price for one (1) Digital Video Recorder and six (6) cameras. We have enclosed a revised price submittal page 37 marked "(Revised 1/10/03)". We have also enclosed a revised spreadsheet (Revised 1/10/03) listing our Driver License offices in order of priority for purposes of installing a video surveillance system. We will purchase the maximum number of systems as can be afforded within the stated budget at the price offered by the winning vendor, in the order listed, up to the complete list. Quantities of cameras may vary per office from the quantity of six used for proposal price evaluation purposes.

Please add the revised pages to your copy of the Request for Proposal, and remove any earlier version of the same page issued prior to this Addendum #2 of January 10, 2003.

Please sign and return a copy of this Addendum #2 to Request for Proposal #012-03 by the deadline for receipt of complete proposals in the Calendar of Events, Section 2.5 of the Request for Proposal.

All other terms and conditions remain unchanged.

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Any notice of protest or protest to this solicitation which was filed prior to this notice is null and void.

Sincerely,



Russ, Rothman, CPPO  
Chief of Purchasing & Contracts

Enclosures

Cc: Mr. Al Brignoni, Division of Driver License  
Mr. Joey Hornsby, Information Systems Administration  
Captain. Alexa Riggio, Florida Highway Patrol

Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_

Firm \_\_\_\_\_

**5.9.1. PRICE PROPOSAL FORMAT:**

Each Contractor shall submit a separately bound and sealed price proposal. All system counts are approximations and should be taken as such. Award will be to the highest scoring proposal considering the technical proposal scoring and all costs for the five-year contract period evaluated as described in Section 6.7. The proposed price will be guaranteed through December 31, 2003. The pricing for additional equipment after January 1, 2004, will be adjusted per the Producer Price Index published by the US Department of Labor as provided in Table 5, Industry and Product Code 3669-1.

**5.9.1. BASE PRICE:**

Prices quoted are to be inclusive of all costs, fees, expenses, travel, lodging, materials, services, warranties (refer to Section 4.3.3), and software (refer to Section 4.3.2). No costs in addition to quoted prices will be paid to the Contractor. Proposals not including all required and offered equipment, software and services will not be considered.

The maximum budget for this project is \$600,000. Respondents will quote a price for one (1) Digital Video Recorder and six (6) cameras. We have enclosed a revised spreadsheet (Revised 1/10/03) listing our Driver License offices in order of priority for purposes of installing a video surveillance system. We will purchase the maximum number of systems as can be afforded within the stated budget at the price offered by the winning vendor, in the order listed, up to the complete list. Quantities of cameras may vary per office from the quantity of six used for proposal price evaluation purposes.

The proposed price will be guaranteed by the Contractor through December 31, 2003. The pricing for additional equipment on and after January 1, 2004, will be adjusted per the Producer Price Index published by the US Department of Labor as provided in Table 5, Industry and Product Code 3669-1, Alarm Systems. The agency reserves the right to purchase up to 10% above the current \$600,000 budget at these prices, at any time from award through the balance of the five (5) year term.

- A. One (1) DVR with 60 months warranty and web-based monitoring: \$\_\_\_\_\_ each, \$\_\_\_\_\_ total (1)
- B. Six (6) cameras (which includes cabling) with 60 months warranty and web-based monitoring: \$\_\_\_\_\_ each, \$\_\_\_\_\_ total (6)
- C. GRAND TOTAL (Basis of Award): \$\_\_\_\_\_ (sum of subtotal A and B)

**FIRM** \_\_\_\_\_

**AUTHORIZED SIGNATURE** \_\_\_\_\_

**TITLE** \_\_\_\_\_

**PRIORITY LIST OF INSTALLATION OF SURVEILLANCE EQUIPMENT**

<b>Priority</b>	<b>Office</b>	<b>Physical Address</b>	<b>City</b>
1	R02	8001 Pembroke Road	Pembroke Pines
2	R01	3708 West Oakland Park Blvd	Lauderdale Lakes
3	K01	4100 West M.L. King Jr Blvd.	Tampa
4	S07	901 Northwest 39 Avenue	Miami
5	G02	5449 S. Semoran Blvd., Suites 12B & 13A	Orlando
6	R06	2500 North State Road 7	Margate
7	G01	940 West Canton Avenue	Winter Park
8	T02	1315 Southwest 107 Avenue	Miami
9	P02	14570 S. Military Trail, C-3	Delray Beach
10	P03	1299 West Lantana Road	Lantana
11	S06	12601 Northwest 42 Avenue	Opa Locka
12	E01	7439 Wilson Boulevard	Jacksonville
13	S01	16000 NW 27 Avenue (Bunche Park)	Miami
14	T04	14653 Southwest 122 Avenue (Coral Reef)	Miami
15	H01	2892 N Orange Blossom Trail	Kissimmee
16	J03	6855 62nd Avenue North	Pinellas Park
17	P01	571 North Military Trail	West Palm Beach
18	S05	1923 West 60 Street	Hialeah
19	R08	1931 NW 9th Avenue	Ft. Lauderdale (MON-THUR)
20	Q02	B133 Neil Kirkman Building	Tallahassee
21	R03	7217 West Oakland Park Blvd.	Lauderhill
22	K05	10101 East Adamo Drive	Tampa
23	R05	1754 West Hillsboro Boulevard	Deerfield Beach
24	K02	2814 East Hillsborough	Tampa
25	E02	1680 Dunn Avenue #38	Jacksonville
26	E03	1868 Parental Home Road	Jacksonville
27	S09	180 NW 183rd Street, Suite 105	Miami
28	R04	2712 West Atlantic Boulevard	Pompano Beach
29	T03	13780-B Southwest 56 Street	Miami
30	T06	200 Northeast 8th Street	Homestead
31	J01	1900 62nd Avenue North	St. Petersburg
32	E05	1720 North 3rd Street	Jacksonville Beach
33	T01	4520 Ponce de Leon Blvd.	Coral Gables
34	S11	5400 Northwest 22 Avenue	Miami
35	S12	15555 Biscayne Boulevard	North Miami
36	K03	14220 North Nebraska Avenue	Tampa
37	P05	3185 PGA Boulevard	Palm Beach Gardens
38	G03	1312 45th Street	South Orlando
39	K06	408 West Renfro Street	Plant City
40	F07	110 Southeast 25th Avenue	Ocala
41	S03	17086 Collins Avenue	Sunny Isles Beach (MON-THUR)
42	G04	11107 W. Colonial Drive	Ocoee
43	M03	601 South Pompano Avenue	Sarasota
44	G06	1701 East Airport Blvd.	Sanford
45	D10	5830 NW 34th Street Ext.	Gainesville
46	F02	310 Jean Street	Daytona Beach
47	N01	11281 S. Cleveland Avenue	Fort Myers

**PRIORITY LIST OF INSTALLATION OF SURVEILLANCE EQUIPMENT**

<b>Priority</b>	<b>Office</b>	<b>Physical Address</b>	<b>City</b>
48	N02	360 Santa Barbara Boulevard	Cape Coral
49	M01	1600 First Street	Bradenton
50	B10	5420 North Lakewood Drive	Parker
51	A02	100 Stumpfield Road	Pensacola
52	A07	106 Hollywood Boulevard SW	Ft. Walton Beach
53	L01	3249 Lakeland Hills Boulevard	Lakeland
54	F01	709 South Woodland Blvd., Suite #1	Deland
55	J02	4827 34th Street South	St. Petersburg
56	B01	504-A Capital Circle SE	Tallahassee
57	G07	28129 County Road 561	Tavares
58	E09	1670 Wells Road, Suite 102	Orange Park
59	H05	3442 North Harbour City Blvd.	North Melbourne
60	H04	601 East University Boulevard	Melbourne (MON-THUR)
61	H03	1450 N Courtenay Pkwy, Suite 5	Merritt Island
62	H06	110 South US 1	Vero Beach
63	M08	1205 US 27 North	Sebring
64	L04	930 Lily Avenue East	Haines City
65	P09	3220 South Federal Highway	Fort Pierce
66	P08	9438 South US Highway 1	Port St. Lucie
67	L07	11319 Ponce de Leon	Brooksville
68	L03	343 W. Central Ave., Suite 6	Lake Wales
69	H02	2290 Columbia Boulevard	Titusville
70	M05	1212 Jacaranda Boulevard	Venice
71	N08	1002 SR 846 East	Immokalee
72	N06	135 Garden Way	LaBelle
73	G09	2219 North Citrus Blvd.	Leesburg
74	N05	706 East El Paso Avenue	Clewiston
75	F04	1916 South A1A	Flagler Beach
76	E12	4255 US 17 South	Green Cove Springs
77	F06	152 US Highway 17 South	East Palatka
78	H07	1857 Highway 441 Southeast	Okeechobee
79	N03	4300 Kings Highway, Unit 415-037	Punta Gorda
80	A04	6089 Old Bagdad Highway	Milton
81	P06	1839 East Main Street	Pahokee
82	F03	1704 SR 44	New Smyrna Beach
83	E06	2832 East State Road 200	Yulee
84	D01	2406 US 90 West	Lake City
85	B14	18290 Blue Star Highway	Quincy
86	L09	1020 Northeast Fifth Street	Crystal River
87	M06	116 W. Main St.	Wauchula
88	E07	360 E. Shuey Avenue	Macclenny
89	B05	3613 Highway 90	Marianna
90	L08	1103 Inverness Boulevard	Inverness
91	A06	197-A East James Lee Blvd.	Crestview
92	T07	101495 Overseas Highway	Key Largo
93	G08	328 Shopping Center Drive	Wildwood
94	A05	1386-A Shoreline Drive	Gulf Breeze
95	M09	1170 US 27 North	Lake Placid
96	A08	760 North Ninth Street	DeFuniak Springs

## PRIORITY LIST OF INSTALLATION OF SURVEILLANCE EQUIPMENT

Priority	Office	Physical Address	City
97	A09	412 North Tracy Street	Bonifay
98	D12	Route 3, Box 2325	Madison (THUR & FRI)
99	B12	30 High Street	Crawfordville
100	B08	1335 Cherry Avenue	Chipley
101	A03	7500 N. Century Blvd., Suite 6	Century
102	D07	859 SW CR/339	Trenton (TUES only)
103	B03	130 Library Drive	Port St. Joe (TUES & FRI)
104	D06	FHP Station, North US 19	Cross City (FRI only)
105	B02	FHP Station, US98	East Point (WED&THUR)



State of Florida  
DEPARTMENT OF  
HIGHWAY SAFETY AND MOTOR VEHICLES  
TALLAHASSEE, FLORIDA 32399-0500

FRED O. DICKINSON  
Executive Director

January 27, 2003

Addendum #3  
RFP #012-03  
Video Surveillance System  
Due 2:30 PM, January 24, 2003

Dear Sir or Madam,

The subject Request for Proposal is hereby amended as follows:

Page 9 of 41, and Appendix A, Surveillance System Demonstration, page 102, have been revised. Please remove the like numbered pages from your copy of RFP #012-03, and replace them with the revised pages marked (Revised 1/27.02).

A schedule of system demonstrations is enclosed.

It will not be necessary to sign and return a copy of this Addendum #3 to Request for Proposal #012-03.

All other terms and conditions remain unchanged.

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Any notice of protest or protest to this solicitation which was filed prior to this notice is null and void.

Sincerely,  
  
Russ, Rothman, CPPO  
Chief of Purchasing & Contracts

Enclosures

Cc: Mr. Al Brignoni, Division of Driver License  
Mr. Joey Hornsby, Information Systems Administration  
Captain. Alexa Riggio, Florida Highway Patrol

Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_

Firm \_\_\_\_\_

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DIVISIONS/FLORIDA HIGHWAY PATROL • DRIVER LICENSES • MOTOR VEHICLES • ADMINISTRATIVE SERVICES

2900 Apalachee Parkway, Neil Kirkman Building, Tallahassee, Florida 32399-0500  
<http://www.hsmv.state.fl.us>

February 3 through March 7, 2003	Demonstrations will be scheduled in the Neil Kirkman Building, 2900 Apalachee Parkway, Tallahassee, Florida, excluding February 17-21. Respondents will set up and demonstrate between 8:15 AM and 12:15 PM, in alphabetical order.
March 14, 2003	There will be a public meeting of the evaluation committee for the purpose of evaluating final offers at 10:00 A.M., in Room A427 (Auditorium) of the Neil Kirkman Building, 2900 Apalachee Parkway, Tallahassee, Florida.
	Performance Bond due from selected Contractor within ten (10) business days.
March 28, 2003	Contract executed.
No later than April 15, 2003	Installation start date for installations not requiring permitting. For installations requiring permitting, the Contractor must apply for all permits by this date.
May 30, 2003	Installations not requiring permitting must be complete statewide. Complete each permitted installation within 15 calendar days of receipt of the permit, but in no event later than June 27, 2003.

## **2.6 ACCESSIBILITY FOR DISABLED PERSONS:**

If a special accommodation is needed, please advise no later than five (5) working days prior to the event.

### Surveillance System Demonstration

#### GENERAL DEMONSTRATION REQUIREMENTS:

Demonstrations will only be conducted during the period defined in the paragraph entitled "Calendar of Events" in this RFP. Assignment of Demonstration dates and times will be made by the Issuing Officer and scheduled in alphabetic order. Demonstrations will not exceed four hours including set-up by the vendor. Contractor will be required to bring his equipment to the Department of Highway Safety and Motor Vehicles, Division of Driver Licenses, Neil Kirkman Building, Tallahassee, Florida 32399-0560, for the demonstration either in Room D423A or D423B per assignment.

Each Contractor demonstration will be conducted in the same manner. Contractor's demonstration must reference and reflect the requirements of the RFP. Contractor must also identify and demonstrate any additional, but relevant features included in the Contractor's proposal. The final Demonstration must reflect a system meeting all the requirements of the RFP.

#### **The demonstration will be conducted as follows:**

1. Contractor will provide the Department with certification that the software and hardware configuration of the system being demonstrated is the equipment to be offered in the Contractor's proposal.
2. Contractor will explain the internal and external features of the equipment and demonstrate its ease of use. The equipment demonstrated must include the DVR, cameras, and any additional required components.
3. Contractor will be allowed to configure and test the system prior to the actual demonstration.
4. Contractor will demonstrate a system consisting of a minimum of one (1) DVR device and two (2) video cameras. The placement of the cameras will be agreed upon by the department

#### **The Department will make available the following infrastructure, devices, and information to the Contractor for use during the demonstration:**

1. One Remote Network Site, terminated in the demonstration location, connected via 56k Frame Relay circuit to the Department's Headquarters LAN
2. One (1) 10/100 Mbps Ethernet network connection (RJ45) on the Remote Network Site for use by the Contractor's system

# Vendor Demonstrations

## Video Camera Surveillance System

Setups begin at 8:15am /demos run thru 12:15pm

Please advise our Security Desk that you are here to set up for the Video Surveillance System Demo in **Room D424**

All Demos will take place at Neil Kirkman Building 2900 Apalachee Parkway - Tallahassee, FL Room D424

1	<b>Mon</b>	3-Feb	<b>ADT Security Services</b>	<a href="mailto:ppellegrinelli@adt.com">ppellegrinelli@adt.com</a>
2	<b>Tues</b>	4-Feb	<b>American Alarms</b>	<a href="mailto:amalarms@aol.com">amalarms@aol.com</a>
3	<b>Wed</b>	5-Feb	<b>BRS Electronics</b>	<a href="mailto:brsinc@cfl.rr.com">brsinc@cfl.rr.com</a>
4	<b>Thurs</b>	6-Feb	<b>DO Creasman Electronics</b>	<a href="mailto:cdowns@docreasmanelectronics.com">cdowns@docreasmanelectronics.com</a> / <a href="mailto:crystapaul@aol.com">crystapaul@aol.com</a>
5	<b>Fri</b>	7-Feb	<b>Duos Engineering</b>	<a href="mailto:ls@duosengineering.com">ls@duosengineering.com</a>
6	<b>Mon</b>	10-Feb	<b>FB Security Solutions</b>	<a href="mailto:fbssi@aol.com">fbssi@aol.com</a>
7	<b>Tues</b>	11-Feb	<b>General Fiber Communications</b>	<a href="mailto:tlegore@generalfiber.com">tlegore@generalfiber.com</a>
8	<b>Wed</b>	12-Feb	<b>Global Technologies</b>	<a href="mailto:cross@gtsecurity.com">cross@gtsecurity.com</a>
9	<b>Thurs</b>	13-Feb	<b>GMI Construction Services</b>	<a href="mailto:gmark@gmics.com">gmark@gmics.com</a>
10	<b>Fri</b>	14-Feb	<b>Goff Communications</b>	<a href="mailto:brian.jones@goffcommunications.com">brian.jones@goffcommunications.com</a>
	<b>Feb 17-21</b>		<i>No Demos</i>	
11	<b>Mon</b>	24-Feb	<b>Knogo North America</b>	<a href="mailto:villetts@directvinternet.com">villetts@directvinternet.com</a>
12	<b>Tues</b>	25-Feb	<b>NuTech Fire &amp; Security</b>	<a href="mailto:mtmtorr@aol.com">mtmtorr@aol.com</a> / <a href="mailto:dpotts@nutechnational.com">dpotts@nutechnational.com</a>
13	<b>Wed</b>	26-Feb	<b>Quality Communications Fire &amp; Security</b>	<a href="mailto:jpeterson@qcfsi.com">jpeterson@qcfsi.com</a>
14	<b>Thurs</b>	27-Feb	<b>Security-One Systems</b>	<a href="mailto:carl.stark@securityone.com">carl.stark@securityone.com</a>
15	<b>Fri</b>	28-Feb	<b>Siemens</b>	<a href="mailto:jennifer.webb@siemens.com">jennifer.webb@siemens.com</a>
16	<b>Mon</b>	3-Mar	<b>Simplex Grinnell</b>	<a href="mailto:pdorsi@tycoint.com">pdorsi@tycoint.com</a>
17	<b>Tues</b>	4-Mar	<b>Sonitrol</b>	<a href="mailto:dsmith@sonitrolfl.com">dsmith@sonitrolfl.com</a>
18	<b>Wed</b>	5-Mar	<b>Sparta Consulting</b>	<a href="mailto:awalker@spartasolutions.net">awalker@spartasolutions.net</a>
19	<b>Thurs</b>	6-Mar	<b>USE / Central Data Inc.</b>	<a href="mailto:jackieb@centraldata1.com">jackieb@centraldata1.com</a>
	<b>Fri</b>	7-Mar		





State of Florida  
DEPARTMENT OF  
HIGHWAY SAFETY AND MOTOR VEHICLES  
TALLAHASSEE, FLORIDA 32399-0500

FRED O. DICKINSON  
Executive Director

February 11, 2003

Addendum #4  
RFP #012-03  
Video Surveillance System  
Due 2:30 PM, January 24, 2003

Dear Sir or Madam,

The subject Request for Proposal is hereby amended as follows:

In the best interests of the State, the 19 firms which responded timely to RFP #012-03 on January 24, 2003, will be permitted to submit and substitute revised technical and/or price proposals no later than 2:30 PM February 21, 2003. Revised technical proposals if offered must be submitted in their entirety, with changes from the original submittal highlighted, e.g. by color, shading, underlining, marginal mark or other method clearly identifying the changed or added material.

The submittal of a revised technical and/or price proposal is optional, not mandatory. Revised technical and/or price proposals received in response to this Addendum #4 will replace in their entirety any previously submitted technical and/or price proposal of the submitting firm. The Department will not consider any part of a replaced proposal and will evaluate only the substitute proposal. Originally submitted (January 24) proposals will be considered only if the respondent does not submit a revised proposal.

Your attention is directed especially to the following sections of RFP #012-03:

**3.1 MANDATORY REQUIREMENTS:**

The Department has established certain mandatory requirements which must be included as part of any proposal. The use of the terms "shall", "must", or "will" (except to indicate simple futurity) in this RFP indicates a mandatory requirement or condition.

The words "should" or "may" in this RFP indicate desirable attributes or conditions, but are permissive in nature. Deviation from, or omission of, such a desirable feature will not itself cause rejection of a proposal.

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2900 Apalachee Parkway, Neil Kirkman Building, Tallahassee, Florida 32399-0500  
<http://www.hsmv.state.fl.us>

### **3.2 NON-RESPONSIVE PROPOSALS, NON-RESPONSIBLE RESPONDENTS:**

Proposals which do not meet all requirements of this RFP or which fail to provide all required information, documents, or materials will be rejected as non-responsive. Material requirements of the RFP are those set forth as mandatory or without which an adequate analysis and comparison of proposals are impossible, or those which affect the competitiveness of proposals or the cost to the State. Respondents whose proposals, past performance or current status do not reflect the capability, integrity or reliability to fully, and in good faith, perform the requirements of the Contract may be rejected as non-responsible. The Department reserves the right to determine which proposals meet the material requirements of the RFP, and which respondents are responsible.

**SECTION 5: INSTRUCTIONS FOR PREPARING PROPOSALS**, all, but especially the following:

#### **5.8.5 HARDWARE, SOFTWARE AND SERVICES OFFERED:**

Address all requirements (emphasis added) set forth in Section 4.3, System Requirements. Separately address each numbered subsection, 4.3.1 through 4.3.4. Use the numbering that is used in the RFP. In responding to the requirements in each section, structure your response to match the order of any sub-headings in the section as presented in the RFP, to facilitate the comparison of your offer to the agency's requirements. Print the State's requirement verbatim, followed by your response (emphasis added), using a different font, type size, bolding or underlining, or other method of clearly identifying the response. The RFP is available as a MSWord document to facilitate a requirement-response format.

Respondents may wish to review their previously submitted proposals for compliance with the above mandatory requirements.

Page 9 of 41, has been revised. Please remove the like numbered page from your copy of RFP #012-03, and replace it with the revised page marked (Revised 2/11/03).

**ADDENDA:** Addenda numbers 1 and 2 to this ITN were issued in writing posted on the Florida Vendor Bid System. Respondents must acknowledge receipt of addenda numbers 1 and 2 in writing.

It will not be necessary to sign and return a copy of this Addendum #4 to Request for Proposal #012-03.

All other terms and conditions remain unchanged.

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Any notice of protest or protest to this solicitation which was filed prior to this notice is null and void.

Sincerely,



Russ Rothman, CPPO  
Chief of Purchasing & Contracts

Enclosures

Cc: Mr. Al Brignoni, Division of Driver License  
Mr. Joey Hornsby, Information Systems Administration  
Captain. Alexa Riggio, Florida Highway Patrol

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February 3 through March 7, 2003	Demonstrations will be scheduled in the Neil Kirkman Building, 2900 Apalachee Parkway, Tallahassee, Florida, excluding February 17-21. Respondents will set up and demonstrate between 8:15 AM and 12:15 PM, in alphabetical order.
<u>February 21, 2003</u>	<u>Deadline for receipt of revised technical and/or price proposals by the Purchasing Office is at 2:30 PM. The submittal or revised proposals is optional, not mandatory.</u>
March 14, 2003	There will be a public meeting of the evaluation committee for the purpose of evaluating final offers at 10:00 A.M., in Room A427 (Auditorium) of the Neil Kirkman Building, 2900 Apalachee Parkway, Tallahassee, Florida.  Performance Bond due from selected Contractor within ten (10) business days.
March 28, 2003	Contract executed.
No later than April 15, 2003	Installation start date for installations not requiring permitting. For installations requiring permitting, the Contractor must apply for all permits by this date.
May 30, 2003	Installations not requiring permitting must be complete statewide. Complete each permitted installation within 15 calendar days of receipt of the permit, but in no event later than June 27, 2003.

## **2.6 ACCESSIBILITY FOR DISABLED PERSONS:**

If a special accommodation is needed, please advise no later than five (5) working days prior to the event.