

**REQUEST FOR BID -- THIS IS NOT AN ORDER**



**COUNTY OF SACRAMENTO  
DEPARTMENT OF GENERAL SERVICES  
CONTRACT AND PURCHASING SERVICES DIVISION**

RFB #8179

COMMODITY/SERVICE: IN CAR CAMERA SYSTEM EQUIPMENT

**CONTENTS**

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<b>DEFINITIONS</b>	<b>2</b>
<b>KEY EVENTS</b>	<b>3</b>
<b>BIDDER'S INSTRUCTIONS</b>	<b>3</b>
<b>BASIS OF AWARD</b>	<b>8</b>
<b>SPECIFICATIONS</b>	<b>8</b>

**Appendices (listed separately in Public Purchase)**

- A-Sacramento County General Terms & Conditions
- B-Additional Terms & Conditions
- C-DCSS Contractor Certification of Compliance
- E-Solicitation Exceptions
- F-Non Collusion Affidavit
- G-Sacramento County Minimum Insurance Requirements
- I-Pricing
- J-Local Vendor Preference Affidavit
- N-Iran Contracting Act Disclosure

## DEFINITIONS

**Response:** The written, signed and sealed complete document submitted according to the bid instructions. Response does not include any verbal or documentary interaction apart from submittal of a formal Response.

**Request/Proposal/Bid:** The completed and released document, including all subsequent addenda, made publicly available to all prospective bidders.

**We/Us/Our:** Terms that refer to the County of Sacramento, a duly organized public entity. They may also be used as pronouns for various subsets of the County organization, including, as the context will indicate:

- Purchasing - the Contracts and Purchasing Services Division of the Department of General Services.
- Department/Division – The department or division requesting the goods or services contained in this request, for which this bid is prepared and which will be the end user of the requested goods or services.
- Constituency – the client base or County population which may benefit from the procurement of goods and/or services requested herein.

**You/Your:** Terms that refer to businesses/individuals submitting a response. The term may apply differently as the context will indicate.

- Supplier - A business entity engaged in the business of providing goods, equipment and/or services.
- Bidder - A business entity submitting a Response to this bid. Suppliers which may express interest in this bid, but who do not submit a Response, have no obligations with respect to the bid requirements.
- Contractor - The Bidder(s) whose Response to this bid is evaluated as meeting the needs of the County. Contractor(s) will be selected for award, and will enter into a contract(s) for provision of the services described in this bid.
- Contractor's Employee - All persons who can be offered to provide the goods, equipment and/or services described in the bid. All employees of the Contractor shall be covered by the insurance programs normally provided to persons employed by a company (ex: Worker's Comp, SDI, etc.).

**Mandatory:** A required element of this request/proposal/bid. Failure to satisfy any element of this request/proposal/bid defined as "mandatory" will disqualify the particular response.

**Default:** A failure to act as required by any contract resulting from this request, which may trigger the right to sue or may excuse the other party's obligation to perform under the contract.

**Cancellation/Termination:** A unilateral or mutual decision to not complete an exchange or perform an obligation under any contract resulting from this request.

**"Or Equal":** A statement used for reference to indicate the character or quality desired in a requested product or service. When specified in a bid document, equal items will be considered, provided the response clearly describes the article. Offers of equal items must state the brand and number, or level of quality. When brand, number, or level of quality is not stated by bidder, the offer will be considered exactly as specified. The determination of the Purchasing Agent as to what items are equal is final and conclusive.

## **KEY EVENTS**

<b>Event/Action</b>	<b>Date(s)</b>
RFB Release Date	June 5, 2014
Deadline for submitting written questions	June 24, 2014
Addendum issued (if necessary)	July 7, 2014
Responses due	July 21, 2014
Award contract	October 1, 2014

## **BIDDER'S INSTRUCTIONS**

**General Format:** Respond to all requests for information and completion of forms contained in this Request for Bid. You may use additional sheets as necessary. A qualifying response must address all items. Brochures and advertisements will not be considered a complete reply to requests for information and will not be accepted as such. Bidder is solely responsible for accuracy and completeness of bid response and for electronically separating and marking documents as confidential when submitting their response through Public Purchase. Responses considered incomplete may be rejected.

**Alteration of Bid Text:** the original text of this bid document, as well as any attachments, amendments or other official correspondence related to this bid document, may not be manually, electronically or otherwise altered by bidder or bidder's agent(s). Any response containing altered, deleted, additional or otherwise non-original text will be disqualified.

### **Preparation of Response:**

- A. All responses must be signed by an authorized officer or employee of the responder.
- B. Responses must be submitted prior to the specified date and time, using the [www.publicpurchase.com](http://www.publicpurchase.com) website. Responses delivered by hand, fax, telephone, e-mail, or any postal carrier will not be accepted. If bidder uploads a file to Public Purchase, it is bidder responsibility to ensure the file is not corrupt or damaged. If County is unable to open an attachment because it is damaged, corrupt, infected, etc., it may disqualify bidder's submission.
- C. Time of delivery must be stated as the number of calendar days following receipt of the order by the bidder to receipt of the goods or services by the County.
- D. Time of delivery may be a consideration in the award.
- E. Prices will be considered as net if no cash discount is offered. If a discrepancy between the unit price and the item total exists, the unit price prevails.

## **Entering a Response in Public Purchase: (IMPORTANT INFORMATION- PLEASE READ!)**

The RFP has several appendices posted in Public Purchase. Some appendices are “informational only, some are “online forms” and others are documents that need to be downloaded, completed “off-line”, and then uploaded back into Public Purchase as part of your response. In addition, some appendices are “required” and some are not. If the appendix is required, you must either “read and accept”, “fill out and accept” or “download, complete offline, then upload back in to Public Purchase”. Below are some scenarios to explain the process (some of the example appendices listed below may not be listed in this solicitation):

**Appendix A - Sacramento County General Terms & Conditions:** This is a required appendix, but is informational only. You are required to open and read the document. Then you will need to click on the “accept” or “accept with exceptions” radio button, enter your password, then click submit. You will then be taken to the next document or form (appendix).

**Appendix B - Additional Terms & Conditions:** This is a required appendix, but is informational only. You are required to open and read the document. Then you will need to click on the “accept” or “accept with exceptions” radio button, enter your password, then click submit. You will then be taken to the next document or form (appendix).

**Appendix C - DCSS Contractor Certification of Compliance:** This is a required appendix, and is an online form that needs to be completed (online). Select the option that applies to your firm and enter information in all the fields. In the “signature” field, just type your name. When you are finished entering information in all the fields, click the “accept” or “accept with exceptions” radio button, enter your password, then click submit. You will then be taken to the next document or form (appendix).

**Appendix D - Environmental Purchasing Policy:** This is an informational only document. Please read. If your product or service applies, please indicate so in your response.

**Appendix E - Solicitation Exceptions:** This is not a mandatory online form. If you have exceptions to the RFP, this is where you should list your exceptions. Enter information in the appropriate fields. When you are finished entering information in all the fields, click the “accept” or “accept with exceptions” radio button, enter your password, then click submit. You will then be taken to the next document or form (appendix).

**Appendix F - Non Collusion Affidavit:** This is a required appendix, and is an online form that needs to be completed (online). Select the option that applies to your firm and enter information in all the fields. In the “signature” field, just type your name. When you are finished entering information in all the fields, click the “accept” or “accept with exceptions” radio button, enter your password, then click submit. You will then be taken to the next document or form (appendix).

**Appendix G - Sacramento County Minimum Insurance Requirements:** If included, this is a required appendix, but is informational only. You are required to open and read the document. Then you will need to click on the “accept” or “accept with exceptions” radio button, enter your password, then click submit. You will then be taken to the next document or form (appendix).

**Appendix H - Customer References:** This is a required appendix, and is an online form that needs to be completed (online). Select the option that applies to your firm and enter information in all the fields. In the “signature” field, just type your name. When you are finished entering information in all the fields, click the “accept” or “accept with exceptions” radio button, enter your password, then click submit. You will then be taken to the next document or form (appendix).

**Appendix I - Pricing:** If included, this is a required appendix, and is an offline document that needs to be downloaded, completed (offline), and then uploaded as part of your response.

**Appendix J – Small and Local Vendor Preference Program:** This is not a required form. This form is required ONLY if you wish to claim a 5% local vendor preference and/or a 2% small business preference. Enter information in the appropriate fields. When you are finished entering information in all the fields, click the “accept” or “accept with exceptions” radio button, enter your password, then click submit. You will then be taken to the next document or form (appendix).

**Appendix K - Risk Assessment Questionnaire:** If included, this is a required appendix, and is an online form that needs to be completed (online). Select the option that applies to your firm and enter information in all the fields. In the “signature” field, just type your name. When you are finished entering information in all the fields, click the “accept” or “accept with exceptions” radio button, enter your password, then click submit. You will then be taken to the next document or form (appendix).

**Appendix L - HIPAA Business Associate Exhibit:** If included, this is a required appendix, and is an online form that needs to be completed (online). Select the option that applies to your firm and enter information in all the fields. In the “signature” field, just type your name. When you are finished entering information in all the fields, click the “accept” or “accept with exceptions” radio button, enter your password, then click submit. You will then be taken to the next document or form (appendix).

**Appendix M - Good Neighbor Policy:** If included, this is a required appendix, but is informational only. You are required to open and read the document. Then you will need to click on the “accept” or “accept with exceptions” radio button, enter your password, then click submit. You will then be taken to the next document or form (appendix).

**Appendix N – Iran Contracting Act Disclosure:** If included, this is a required appendix, and is an online form that needs to be completed (online). Select the option that applies to your firm and enter information in all the fields. In the “signature” field, just type your name. When you are finished entering information in all the fields, click the “accept” or “accept with exceptions” radio button, enter your password, then click submit. You will then be taken to the next document or form (appendix).

Appendix	Type	If marked as mandatory, do this:	If not marked as mandatory, do this:
A - Terms	Informational	Open and read the document. Then you will need to click on the “accept” or “accept with exceptions” radio button, enter your password, then click submit	Always a mandatory item
B - Terms	Informational	Open and read the document. Then you will need to click on the “accept” or “accept with exceptions” radio button, enter your password, then click submit	Always a mandatory item
C - DCSS	Online Form	Select the option that applies to your firm and enter information in all the fields. In the “signature” field, just type your name. When you are finished entering information in all the fields, click the “accept” or “accept with exceptions” radio button, enter your password, then click submit.	Always a mandatory item
D - EPP	Informational	Please read. If your product or service applies, please indicate so in your response.	Please read. If your product or service applies, please indicate so in your response.

Appendix	Type	If marked as mandatory, do this:	If not marked as mandatory, do this:
E - Exceptions	Informational	Not a mandatory item	If you have exceptions to the RFP, this is where you should list your exceptions. Enter information in the appropriate fields. When you are finished entering information in all the fields, click the “accept” or “accept with exceptions” radio button, enter your password, then click submit.
F – Non Collusion	Online Form	This is a mandatory form that needs to be completed (online). Select the option that applies to your firm and enter information in all the fields. In the “signature” field, just type your name. When you are finished entering information in all the fields, click the “accept” or “accept with exceptions” radio button, enter your password, then click submit.	Always a mandatory item
G - Insurance	Informational	You are required to open and read the document. Then you will need to click on the “accept” or “accept with exceptions” radio button, enter your password, then click submit.	No action required.
H - References	Online Form	This is a required appendix, and is an online form that needs to be completed (online). Select the option that applies to your firm and enter information in all the fields. In the “signature” field, just type your name. When you are finished entering information in all the fields, click the “accept” or “accept with exceptions” radio button, enter your password, then click submit.	Always a mandatory item
I - Pricing	Document	If included, this is a required appendix, and is an offline document that needs to be downloaded, completed (offline), and then uploaded as part of your response.	No action required if not listed.
J - POP	Informational	This is not a mandatory document	This form is required ONLY if you are trying to claim a 5% local vendor preference and/or a 2% small business preference. Enter information in the appropriate fields. When you are finished entering information in all the fields, click the “accept” or “accept with exceptions” radio button, enter your password, then click submit.

Appendix	Type	If marked as mandatory, do this:	If not marked as mandatory, do this:
K - Risk	Online Form	If included, this is a mandatory online form that needs to be completed. Select the option that applies to your firm and enter information in all the fields. In the “signature” field, just type your name. When you are finished entering information in all the fields, click the “accept” or “accept with exceptions” radio button, enter your password, then click submit.	No action required if not listed.
L - HIPAA	Online Form	If included, this is a required appendix, and is an online form that needs to be completed (online). Select the option that applies to your firm and enter information in all the fields. In the “signature” field, just type your name. When you are finished entering information in all the fields, click the “accept” or “accept with exceptions” radio button, enter your password, then click submit.	No action required if not listed.
M – Good Neighbor	Informational	If included, this is a required appendix, but is informational only. You are required to open and read the document. Then you will need to click on the “accept” or “accept with exceptions” radio button, enter your password, then click submit.	No action required if not listed.
N – Iran Contracting	Online Form	If included, this is a mandatory online form that needs to be completed. Select the option that applies to your firm and enter information in all the fields. In the “signature” field, just type your name. When you are finished entering information in all the fields, click the “accept” or “accept with exceptions” radio button, enter your password, then click submit.	No action required if not listed.

**Confidential Information/Public Record:** All responses become property of the County. All responses, including the accepted bid and any subsequent contract, become public records per the requirements of the California Government Code, Sections 6250 -6270, “California Public Records Act”. Proprietary material must be clearly marked as such. Pricing and service elements of the successful bid are not considered proprietary information.

The County will treat all information submitted in a bid as available for public inspection once the County has selected a contractor. If you believe that you have a legally justifiable basis under the California Public Records Act (Government Section 6250 et. seq.) for protecting the confidentiality of any information contained within your bid, you must identify any such information, together with the legal basis of your claim in your bid, and present such information separately as part of your response package. Public Purchase allows you to mark such documents as “confidential” when uploaded into the system.

The final determination as to whether the County will assert your claim of confidentiality on your behalf shall be at the sole discretion of the County. If the County makes a determination that your information does not meet the criteria for confidentiality, you will be notified as such. Any information deemed to be non-confidential shall be considered public record.

## **BASIS OF AWARD**

Award will be made to the bidder whose offer provides the greatest value, in our view, to the County from the standpoint of suitability to purpose, quality, service, previous experience, life cycle, cost, ability to deliver, or for other reasons deemed by Purchasing to be in the best interest of the County.

Public Bid Opening: As soon as possible after the date and time specified by the Request for Bid, pricing information will be made public to all bidders. The responses will remain sealed during the bid evaluation period, and will be made available for public inspection upon notice of bid award.

This bid award will be determined by lowest price to meet specifications. **Bid responses will be considered valid for a period of 90 calendar days after bid closing date above.**

**Note:** All specifications, terms and conditions of this request will apply to any resulting order.

## **SPECIFICATIONS**

### **1. Background and Objectives:**

In 2007, we purchased and began using an In Car Camera System by Panasonic, utilizing Toughbooks and Arbitrator cameras for our squad cars. We continue to use this equipment in our squad cars and other various locations through our department. The technology has changed and improved and we need to replace our old equipment that has begun to fail.

In 2007 we began a contract with CDCE for our Panasonic needs and because of the special needs and requirements of our "back-end" needed to stay with them for our continuing purchases. With the new technology, we can now open up purchasing to other possible vendors.

### **2. Ordering:**

Ordering by email with delivery to Asset Management, 711 G St. Quantities will be ordered on as needed basis as shown on spreadsheet.

### **3. Part Number Change:**

Vendor is required to advise contract department contact on any part number changes.

### **4. Warranty:**

Three year warranty on major components (Toughbook, Arbitrator camera, VPU, docking station); others manufacturer warranty.

### **5. Shipping and billing instructions:**

Ship and Bill to:  
Sacramento County Sheriff  
Asset Management  
ATTN: Kathy Brelje  
711 G Street, Rm 202  
Sacramento, CA 95814



## DETAILED SPECIFICATIONS

See Appendix I Pricing for equipment listing