



TOWN OF EMMITSBURG

300A South Seton Avenue Emmitsburg, Maryland 21727; Phone: 301-600-6300; info@emmitsburgmd.gov

**REQUEST FOR PROPOSAL
ADVANCED LICENSE PLATE READERS
& SECURITY CAMERAS
PURCHASE AND INSTALLATION**

REVISED 03/17/2022 – SEE AREAS IN RED

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I. SCOPE OF WORK

The Mayor and Commissioners of Emmitsburg, Maryland are requesting sealed bids from a qualified contractor for ~~a multi-year contract related to~~ the purchase and installation of 3 automated Advanced License Plate Readers (ALPR) and 3 real time video surveillance cameras. Sealed proposals are due by 3:00 p.m. on Thursday, March 31, 2022. Please see “Submittal Requirements” on how to submit your bid. Please note the cost of the potential purchase is being funded in part, or its entirety, with government funds from the Governor’s Office of Crime Control and Prevention. Please note the scope of this request for proposal differs from the “Advanced License Plate Reader” bid packet that was previously advertised in February 2022. All bids must meet and/or exceed the requirements contained herein.

The purchase and installation are to include the cameras and all its hardware as well as, storage and management software, installation, training, maintenance, support and warranty services. The cameras and equipment cabinet will have fixed locations on existing Town street light poles located on East Main Street (to capture vehicles traveling westbound), West Main Street (to capture vehicles traveling eastbound) and South Seton Avenue (to capture vehicles traveling southbound). The cameras should cover one lane of traffic going in one direction and should be able to read licenses plates of vehicles traveling with a speed of approximately 40mph (the speed limit on the streets is 25 mph). The street lights that the cameras will be mounted on are approximately 30 to 40 feet from the license plates. Cameras should be powered with a direct power source. Please see the exhibits section for a map and photos showing the proposed location of the cameras. Contact Jimmy Click, Director of Public Works, if you would like to see the proposed locations of the cameras or have questions about power to each unit at Jclick@emmitsburgmd.gov or (240) 674-7450.

The cameras (3 ALPRs and 3 surveillance cameras) should transmit data to the Public Works Office located at 22 East Main Street in Emmitsburg. If possible, the Town would like the proposed cameras to transmit data via ethernet and encrypted microwave links exceeding 1GBPS. Fiberoptic cable should be used when possible. If needed, the Town can provide three Subscriber Identity Module (SIM) cards and cellular data accounts for each site.

Advanced License Plate Reader Software Requirements:

There are no existing ALPRs in Emmitsburg and a new system will be needed for the ALPR data transmission. The ALPRs should transmit data to a separate **server** that can only be accessed by the Town deputies **via a desktop computer**. **The contractor will supply a server and install the storage and management software. The Town will supply a desktop computer and monitor to access the data on the server.** The software used should allow for data collected from the ALPRs to be submitted to the Maryland State Police and the Maryland Coordination and Analysis Center (MCAC). Likewise, Maryland State Police data on flagged criminal plates should be accessible by the Town deputies with the software on the designated computer. Software should comply with Maryland state requirements for security and auditing of law enforcement license plate readers.

Surveillance Camera Software Requirements:

The Town has an existing surveillance camera system that operates on the Pelco VX Professional platform. The Town would like the surveillance cameras to transmit data to the existing camera system.

The contractor and Town are to select hardware installation dates together. Contractor to work with Town on initial testing, training and creation of Standard Operating Procedures before handing the system off to the Town.

The contractor shall provide:

- Provide ALPR & camera hardware.
- Provide ALPR & camera software.
- **Provide server & software.**
- Install ALPR & camera hardware.
- Install ALPR & camera software.
- Make final connection and aim camera(s).
- Provide first year warranty for hardware and software.
- Provide training on operating the system.
- Assist town staff with creation of Standard Operating Procedures.
- Provide conduit for power and network components as needed.
- Provide boring of holes and proper weatherproofing as needed to route power, run network and camera cables through the structure – or provide strapping for camera cables attached to the outside of the structure.

The Town will provide:

- Provide **desktop computer** ~~or server for installation of software~~ **(contractor to set-up and install software on desktop computer to access data on server).**
- Obtain permits and approvals necessary for mounting the cameras at the direction of the contractor.
- Provide power to each unit to power the cameras.
- Provide traffic control and road closures as needed for installation.
- Provide an electrician to run electrical.
- Provide SIM cards and cellular accounts for each ALPR location (if needed).

Questions? Contact Madeline Shaw, Grant Administrator, at (240) 741-2137 or Mshaw@emmitsburgmd.gov. All questions and answers will be posted on the Town's website.

II. SUBMITTAL REQUIREMENTS

Please submit at least three (3) hard copies of your bid to Town of Emmitsburg, Attn: Town Manager, 300A South Seton Avenue Emmitsburg MD 21727. No email submittals will be accepted. Please note on bids, **“Camera Bid, Do Not Open.”** Contractors can either mail submittals, deliver submittals to the Town Office on the 2nd floor, or place submittals in the black drop box labeled “Town of Emmitsburg” at the rear of the Emmitsburg Community Center (300A South Seton Ave.). If a submittal receipt is requested, please email info@emmitsburgmd.gov or call 301-600-6300. At the minimum, all bids must include the following:

A.) Letter of Transmittal: The letter of transmittal must contain the following information:

1. Name, title, address, e-mail address, and telephone number of the person(s) whom correspondence should be directed regarding the bid and any questions.
2. Do any warranties come with the work?
3. What is your proposed start date and project timeline assuming bid approval on April 8, 2022? The Town would like the project completed no later than August 15, 2022.
4. What security features does the proposed computer software have (e.g. separate user log-ins, footage cannot be deleted, log of actions taken by users, etc.)? **What is the software?**
5. Is there an annual or monthly fee for camera licensing/software? If so, please state the anticipated cost and frequency of the cost beyond this project.
6. Statement which indicates “proposal and cost schedule shall be valid and binding for ninety (90) days following proposal due date and will become part of the contract that is negotiated with the Town of Emmitsburg”.

B.) Detailed cost statement:

Please clearly list the cost of installation, equipment, software, etc. and total price.

C.) References:

Please provide the name, phone number and email of at least two (2) client references for similar work completed within the past three (3) years. Please provide the organization’s name, address, and email address of the person(s) at the reference who is most knowledgeable about the work performed.

D.) Proof of Insurance:

The successful proposer must have and maintain current worker’s compensation insurance, comprehensive general liability and automobile insurance for bodily injury, death or loss of or damage to property of third persons in the minimum amount of \$1,000,000 per occurrence with the Town of Emmitsburg as an additional name insured. At the very least, please list the policy number, insurance company, and expiration date with your bid.

III. PROPOSED TIMELINE

Thurs. March 10, 2022
 Thurs. March 10, 2022
 Thurs. March 31, 2022
 Mon. April 4, 2022
 Mon. August 15, 2022

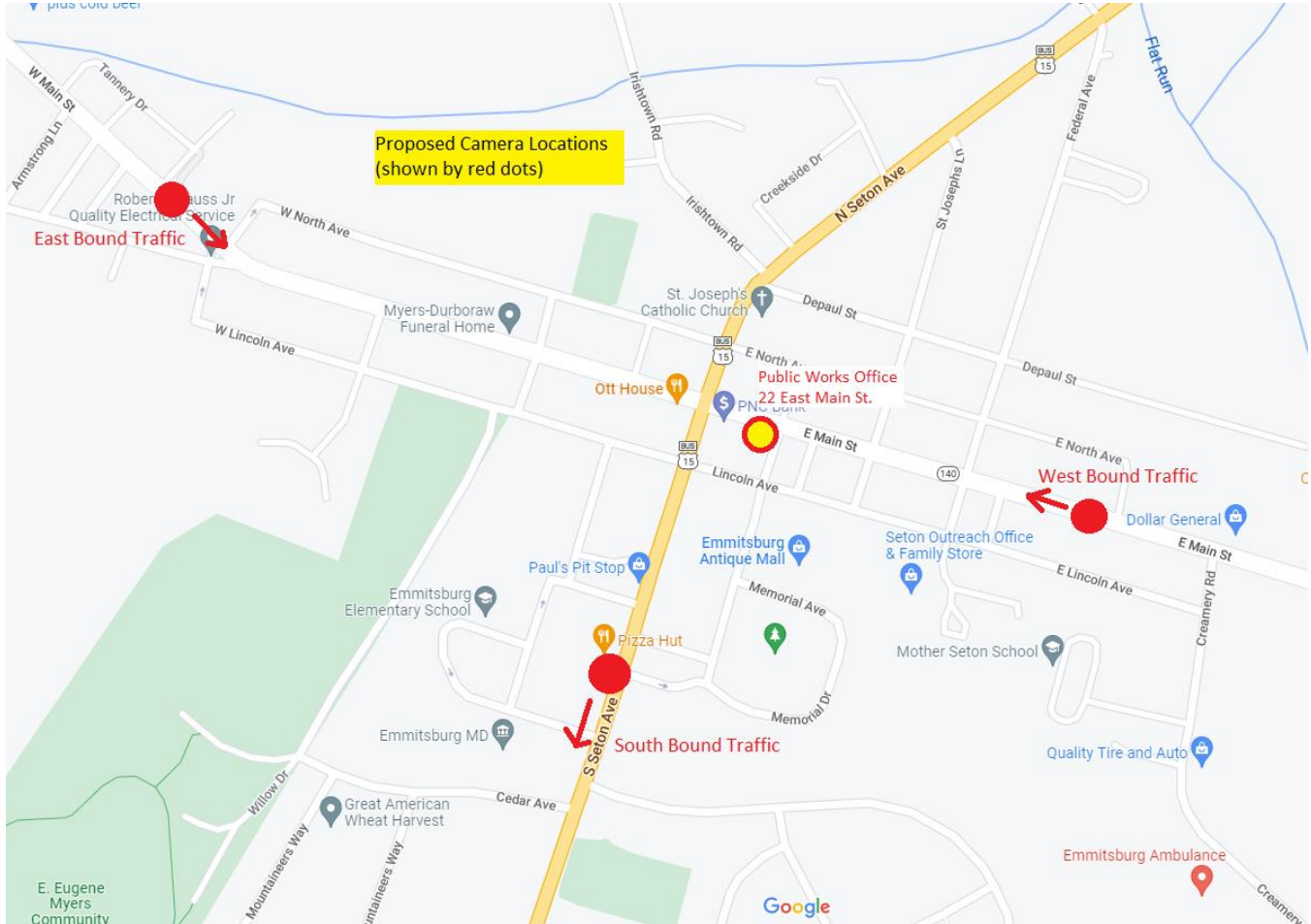
RFP available on the Town website & Facebook.
 RFP published on eMaryland Marketplace.
DEADLINE: Bids due by 3:00 p.m.
Tentative: Bid review/approval by the Board of Commissioners.
 Requested project completion date.

IV. MISCELLANEOUS INFORMATION

- *The Town of Emmitsburg reserves the right to accept or reject any and/or all bids and to waive any informalities or irregularities in the bidding process.*
- *The RFP creates no obligation on the part of the Town to award a contract or to compensate the proposer for any costs incurred during the proposal presentation, response, submission, presentation, or oral interviews (if requested/held). The Town reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.*
- *The Town further reserves the right to make investigations as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this proposal as the Town may request.*
- *Proposers must specifically identify any portion of their submittals deemed to contain confidential or proprietary information.*
- *The Town of Emmitsburg does not discriminate based on race, color, national origin, sex, sexual orientation, religion, age and disability in employment or the provision of services.*

V. EXHIBITS

PROPOSED CAMERA LOCATIONS



EAST MAIN STREET ALPR (CATCHING WEST BOUND TRAFFIC)



WEST MAIN STREET ALPR (CATCHING EAST BOUND TRAFFIC)



SOUTH SETON AVENUE ALPR (CATCHING SOUTH BOUND TRAFFIC)

