



Invitation to Bid
10/22/2021

DIGITAL VIDEO RECORDING SYSTEMS

The Biddeford-Saco-Old Orchard Beach Transit Committee (BSOOB Transit) is seeking bid prices to supply and install video-audio recording systems for a portion of the older fleet of transit buses, to meet the agency's security and surveillance needs.

Sealed proposals are due by 11:00 am on Thursday, Nov. 18th, 2021 at the BSOOB Office, 13 Pomerleau St., Biddeford, Maine 04005, at which time they will be publicly opened and read in the conference area of the BSOOB Office. Bidders or their representatives may be present and must adhere to Covid 19 guidelines requiring a mask and social distancing.

Please send all addendum request to Rod Carpenter rcarpenter@bsoobtransit.org. Addendums must be received by 4:00 pm on November 8th 2021 to be considered. All addendums will be advertised on our website www.bsoobtransit.org under Transit Internal-RFP as we receive them.

Bidders should understand that the submission of a bid represents an offer that may be accepted in whole by BSOOB. The acceptance of a bid in whole constitutes the formation of a Contract.

A bid may not be withdrawn after the date and time of bid opening and no bids will be accepted after the deadline.

Bids can be mailed or hand delivered in a sealed envelope to the BSOOB office, 13 Pomerleau St., Biddeford, ME 04005. **Bids will NOT be accepted via fax.**

Bids can also be emailed to rcarpenter@bsoobtransit.org with either a request to confirm receipt via email or a "read receipt" attached to the email submission.

1. Bid Performance

Contractor agrees to bear all costs incurred by BSOOB arising from the failure of Contractor through omission or commission to comply with all Federal, State and local statutes, regulations, ordinances or rules. Contractor further agrees to hold BSOOB harmless and to indemnify BSOOB for these costs as well as all costs of collection, including but not limited to reasonable attorneys' fees.

If Contractor fails to fulfill its obligations under this Contract properly and on time, or otherwise violates any provision of this Contract, BSOOB may terminate Contract by written notice to Contractor. The notice shall specify the acts of omissions relied on as cause for termination. BSOOB shall pay Contractor fair, equitable compensation for satisfactory performance prior to receipt of notice of termination less the amount of damages caused by Contractor's breach. If the damages are more than the compensation payable to Contractor, Contractor will remain liable after termination and BSOOB may collect damages, including costs of collection and reasonable attorney's fees.



2. Equal Opportunity

BSOOB is an equal opportunity employer and shall not discriminate against an applicant as to race, creed, age, sex, sexual preference, disability, national origin, religion, veteran status, political affiliation or any other basis prohibited by law. Vendors and contractors or their agents doing business with BSOOB shall not violate the above clause or the Civil Rights Act of 1964. Violations by vendors shall be reviewed on a case-by-case basis and may mean an automatic breach of contract.

BSOOB has adopted a Minority Business Enterprise DBE/WBE Program. This program establishes a goal for DBE/WBE participation in BSOOB's total procurements.

3. Federal Transit Administration Clauses

Federal Transit Administration Clauses relevant to the procurement of materials and supplies are hereby incorporated into this specification by reference. Please see Appendix A for a listing of those clauses.

Bidders are required to submit written or printed proposals, signed by a person empowered to make all authorized decisions on behalf of the Bidder.

4. Additional Information

Bidders needing more information than is found in these specifications should contact:

Rod Carpenter, Deputy Director
Biddeford Saco OOB Transit Committee
13 Pomerleau Street
Biddeford, Me 04005
(207) 282-5408 or rcarpenter@bsoobtransit.org



Appendix A – Required Federal Transit Administration Clauses

1. Fly America
2. Buy America
3. Cargo Preference
4. Energy Conservation
5. Clean Water
6. Lobbying
7. Access to Records and Reports
8. Federal Changes
9. Clean Air
10. Recycled Products
11. No Government Obligation to Third Parties
12. Program Fraud and False or Fraudulent Statements and Related Acts
13. Termination
14. Government-Wide Debarment and Suspension
15. Privacy Act
16. Civil Rights
17. Breaches and Dispute Resolution
18. Disadvantaged Business Enterprises
19. Incorporation of Federal Transit Administration Terms

NOTE: Not all of the above listed clauses are necessarily applicable to this purchase.

Regulations governing purchases such as this may be found in the Code of Federal Regulations, online in 2 CFR Part 200.326 and Appendix II to 2 CFR Part 200.



Overview

BSOOB Transit desires to procure a bus video surveillance system (with sound) to upgrade the existing fleet. The requested system, based on cost and funding levels, will be installed on nine (9) units: eight (8) 35' buses - 1 Orion, 2 El Dorado XHF, 2 Gillig BRT, and 3 New Flyer, and one (1) MCI 45 ft. coach. The fleet already contains cellular/Wi-Fi capability that will allow for this new system to upload data for storage. The system should include an administrative/management system that allows for viewing, storage, and archiving saved captured video to PC, DVD, USB flash drive, and at multiple computers. This system should also allow Wi-Fi access for download and remote-real time viewing.

The system shall include all hardware, software, and cabling necessary for the successful installation; including but not limited to all video recorders, cameras, and microphones. The system shall include all software, as well as the installation of this software on workstations and servers. Finally, the bus video surveillance system shall include all installation, testing, documentation, equipment, training, warranty, maintenance and support as outlined in this specification.

Scope of Work

Agency Conditions

BSOOB Transit will supply a data network dedicated to this project. It is expected that the contractor will coordinate with BSOOB Transit to have installation occur at the agency facility during normal working hours. BSOOB Transit will supply one maintenance bay, along with available space on the property.

Digital Video Recording System

Each bus shall have one (1) video recorder device. The DVR must record 8-9 independent channels of video simultaneously; "switching" systems are not acceptable. The DVR must record 8-9 channels of audio. The DVR must support data storage on dual 2.5" mobile ruggedized hard drives. The DVR must be able to transfer recorded video and audio to a removable USB Flash drive. The DVR must be capable of both vertical and horizontal mounting, including under-mount.

The DVR must have alarm settings, including an event/diagnostic record button, and be programmable by recording resolution, frame rate, and quality per video channel. The DVR must record and display time and date. The DVR must have a built-in real time clock with automatic Daylight Savings Time adjustment (selectable on/off).

The DVR should have storage capacity of minimum of fourteen (14) days. The hard drive must be tamper proof & lockable in a shock resistant housing. The system should automatically record over data files once the storage has reached capacity, beginning with the oldest data first.



Lastly, the DVR system must have the ability to use cellular/Wi-Fi to push out a live secured video feed that can be used by supervisors.

Cameras

Cameras should have these minimum specifications:

- Recorded Resolution: 720 x 480 (D1), 720 x 240 (half D1) and 352 x 240 (CIF)
- Recorded Quality Settings: 4 levels, adjustable for each channel, Q1, Q2, Q3 and Q4.
- Recording Rate: DVR must be capable of recording 8 independent channels of video at a resolution of 720 x 480 (D1) Resolution @ 15FPS per channel or 8 independent channels of video at a resolution of 360 x 240 (CIF) Resolution at 30 FPS per channel.

Back Office System

The administration/management system will have the capability to access the stored videos, as well as provide real time viewing by our management staff with security measures in place. The system will include all servers, software, wiring and licenses. BSOOB Transit will supply workstations/laptops necessary to operate the software. Software must be functional on the Windows 10 operating system, as well as future Microsoft Windows operating systems.

Warranty & Support

The Contractor shall provide a minimum of a one (1) year warranty on all installation work. All hardware and parts must include documented manufacturers warranties.

The Contractor must provide a service agreement for the maintenance and software, along with telephone technical support during normal business hours.

Implementation & Training

The Contractor will supply, install, and program all required hardware and software to operationalize the DVR system. During the installation, each bus must be tested by a BSOOB Transit employee prior to acceptance. This testing is not limited to but includes reviewing camera angles, clarity of video and audio. All licenses shall be licensed to BSOOB Transit and will be the property of BSOOB Transit.

Once installation is complete, the Contractor will train staff all tasks necessary to utilize and support daily operation of the system.

Design Requirement

Final layout of this system will be negotiated with the successful bidder. The Bidder shall be responsible for end-to-end implementation and shall quote and supply any items not included in the proposal, but are required for operation of the DVR system. BSOOB Transit shall not pay for any such items, which have not been quoted by the Bidder in the proposal but are required for successful completion of the project.



NOTICE OF INTENT TO BID ON: Digital Video Recording System

Firm: _____ **WILL** ___ **WILL NOT** ___
submit a bid to furnish the above-referenced product.

This request for information is being sent to you and to other product providers to assist us in determining who will be submitting a bid.

Whether or not you choose to submit a bid at this time, please return this form if you wish to be retained on our list of bidders.

___ We are not submitting a bid, but please keep us on your list of bidders.

___ You may remove us from your bidders list (NOTE: Firms who do not return this form will be automatically removed from our bidder list).

Contact Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

Email address: _____

Please return this form immediately upon receipt (by mail or email) to:

Rod Carpenter, Deputy Director
Biddeford-Saco-Old Orchard Beach Transit
13 Pomerleau St.
Biddeford, ME 04005
rcarpenter@bsoobtransit.org