



**REQUEST FOR BID  
BODY WORN CAMERA AND SQUAD  
CAMERA SYSTEMS  
RFB23-010-23**

**Bids Must Be Received No Later Than**

**June 20, 2023 at 2 p.m.**

Late Bids Will Be Rejected

**SEND OR HAND DELIVER BIDS (SEALED) TO:**

Waupaca County  
Attn: Lt Kyle Wiskirchen  
1402 E Royalton Street  
Waupaca, WI 54981

Project Timeline

EVENT	DATE
RFB Published	May 18, 2023
RFB Public Notice Advertised	May 25, 2023 & June 1, 2023
RFB Due Date	June 20, 2023 at 2:00 PM CST
RFB Bid Opening	June 20, 2023 at 2:15 PM CST
Law Enforcement Committee Review & Recommendation	July 11, 2023 at 9:00 AM CST
County Board Approval to Contract	July 18, 2023 at 9:00 AM CST

The project timeline is tentative and Waupaca County may alter the dates and times contained within as necessary to meet the objectives of this project.

## **1. PROJECT OVERVIEW**

The Waupaca County Sheriffs Office is soliciting bids from qualified companies to provide the department with 28 officer worn body cameras and 38 squad camera systems. In addition, companies must provide a video storage solution which partners with the provided body worn cameras and squad cameras, to store, manage, retrieve and share captured digital video. Qualified companies will also provide a Service Agreement which includes service on equipment, hardware and software for 5 years.

Based upon results of the review and evaluation, the Office may decide to proceed with an offer to one or more companies to furnish and potentially deploy units on a permanent basis throughout the Waupaca County Sheriff's Office.

## **2. GOALS AND OBJECTIVES**

The intent of this request for bids is to acquire body worn and squad video cameras for public safety use that offers ease of use, functionality, recording and storage capabilities. Potential Vendors will also be required to provide training on the use of body cameras and storage systems. All bids submitted must address the key components discussed in the Technical Information and Requirements section.

## **3. DESIGNATED CONTACTS**

Any explanation desired by a potential vendor regarding the meaning or interpretation of any RFB provision or questions must be submitted in writing via email to the procurement contact, Lieutenant Kyle Wiskirchen, no later than 2:00 p.m. on June 8, 2023. Lieutenant Kyle Wiskirchen is the only individual who may be contacted regarding the RFB and all inquiries should be sent to [kyle.wiskirchen@co.waupaca.wi.us](mailto:kyle.wiskirchen@co.waupaca.wi.us). Responses to the questions will be provided to all parties who have requested copies of the RFB announcement by way of email.

## **4. TECHNOLOGY INFORMATION AND REQUIREMENTS**

All potential vendors must provide detailed and specific information on the following characteristics and requirements of their body-worn camera systems.

## **5. CAMERA AND SOFTWARE CONSIDERATIONS**

### *Camera Characteristics:*

- Maximum total combined weight of device to be worn by officers, in ounces
- Minimum recording capability on a single battery charge, in hours
- Minimum storage capacity on the device, in hours
- Minimum sustained stand-by battery life without recharging, in hours

- Recording indicator visible to the operator
- Ability for the officer/operator to turn the recording indicator off and on
- Minimum field of vision, in degrees
- Low light functionality similar to the human eye
- Ability to disable night vision function,
- Ability to transfer camera between multiple locations on the body, ability for multiple camera mounting options for in car video system. IE front facing, side view, transport area(s)
- Maximum number of wire or cable connections for the worn device / In car device
- Auto-tagging function for date/time, including hours, minutes, and seconds
- Additional product literature
- Mil810 rating for vibrations, fall, dust and water intrusion
- Field upgradability by trained/authorized personnel

*Display and Access:*

- Ability to view the video in the field
- Presence of enhanced user authentication
- Existence of a log showing users that have viewed and copied the video
- Ability to set and control the length of video retention by the System Administrator
- Identified management of account administration
- Ability to support multiple concurrent user log-ins
- Existence of customized search criteria
- Built in audio and video redaction capability
- Customizable logs/reports

*Technical Capabilities:*

- Capability with existing Department software

*System Warranty:*

- Minimum warranty for all patches, hardware, and software with option to extend warranty
- Articulated Return Material Authorization process
- Maximum time allowed for replacement of inoperable equipment by the vendor

### *Qualifications and Experience:*

- The Potential Vendor shall provide a history of the business including the date established, the type of ownership or legal structure of the business (sole proprietor, partnership, corporation, etc.), the length of time that the firm has been operating as the legal entity, and the length of time the firm has been providing the requested service.
- The Potential Vendor shall list the proposed key members of staff to be assigned to the Department's contract including their roles and estimated participation in delivering the services.
- The Potential Vendor shall disclose and explain any litigation, threatened litigation, investigation, reorganization, receivership, filing, strike, audit, corporate acquisition, unpaid judgments or other action that could have an adverse impact on their ability to provide the required needs.
- The Potential Vendor shall disclose and explain whether they have been unable to complete a contract, been removed from a contract, or been replaced during a contract period in the past five years.
- If selected, Vendor, and any of their employees who work with the video system, must agree to submit and pass a criminal background check.

### *Storage*

- Ability to export video in an industry standard file format
- Acknowledgment that all data is property of the Department and must be made available at no additional cost
- Storage solution compliance with law enforcement Criminal Justice Information Services (CJIS) data protection and transport (i.e. SSL) standards. No external party-initiated connections will be allowed. [NOTE: For additional information on CJIS standards, please see <https://www.fbi.gov/about-us/cjis/cjis-security-policy-resource-center>.]
- Clear indication of storage costs and equipment replacement costs. Disclosure of all additional costs.
- Ability to export audit trail along with video, including redactions. Identified scope of audit trail.
- Identified data integrity.
- Capability to produce digitally authenticated duplicates. Technical Component:
- Ability to index data, e.g. officer name, date/time of recording, report number, and type of crime.
- Identified technical support and assistance that will include, but not be limited to the following; devices worn by police personnel or installed in squads, docking/charging stations, networking equipment, WAN/LAN connectivity, system software, system upgrades, and video retrieval software and procedures.
- Identified areas of expertise and resources available both nationally and locally to provide the requested services.
- Described process for video uploading

- Supported integration system to support integration for the backup of data (including video and database with audit logs) for data integrity in the event of corruption or malware.
- Supported local backend infrastructure in addition to CJIS compliant storage with the ability to migrate in either direction at the discretion of the police department.

## 6. OWNERSHIP AND PUBLIC RECORDS

The Department shall own all rights to any data and video that is stored at the Vendor's host site, (if applicable) with no transfer, conveyance, assignment, or sharing of data ownership to/with the hosting provider, the Department must follow the State's Retention Records Schedule. It will be the responsibility of the Department to notify the Vendor when the data can be deleted from the Vendor's host site. The Department is a public agency as defined by state law, and as such, it is subject to the State's Public Records Law. Under that law, all of the Department's records are public records (unless otherwise declared by law to be confidential) and are subject to inspection and copying by any person.

## 7. MAINTENANCE AND USER FEES

The Department will not pay software maintenance or support fees until the functions and features are demonstrated as operational in production. The City shall be entitled to exercise its option to purchase Extended Maintenance for a given option period. User account fees, if any, will include costs for all subscription licensed software provided by the Vendor, such as third-party modules, middleware, and integration. During implementation, testing, training, validation and integration, the Vendor will provide sufficient numbers of user access accounts to enable the team to achieve a successful "go-live" into production. User Account fees will be based on production system use. Training, Development and Test accounts will not be considered additional users for access purposes.

## 8. QUESTIONS

Any correspondence or questions pertaining to this bid must include the bid name and number and must be submitted in writing to:

- Waupaca County Sheriff's Office  
ATTN: Lt. Kyle Wiskirchen  
1402 E. Royalton Street  
Waupaca, WI 54981  
[kyle.wiskirchen@co.waupaca.wi.us](mailto:kyle.wiskirchen@co.waupaca.wi.us)

Responses to questions will be posted on the County website [http://www.co.waupaca.wi.us/businesses/bids\\_and\\_Bids.php](http://www.co.waupaca.wi.us/businesses/bids_and_Bids.php). Bidders are responsible for checking the website for any addenda prior to submitting a bid.

## 9. BID REQUIREMENTS

All bids must be received by the due date and time listed on the bid cover sheet in order to be considered. All bids shall contain the attachments listed below. Please do not include a copy of the bid document.

- a) Attachment A – Bidder Information
- b) Attachment B – Price Bid
- c) Attachment C – Submittal Checklist

## 10. BID SUBMISSION

Bidders must submit their bid by the due date and time listed on the bid cover sheet. All bid received after that date and time will be rejected.

Faxed and emailed bids will not be accepted. Bids must be submitted to:

Waupaca County Sheriff  
Attn: Lt. Kyle Wiskirchen  
1402 E Royalton Street  
Waupaca, WI 54981

All bids are to be sealed and marked “RFB23-010-23 Body Worn Camera and Squad Camera Systems” in the lower left corner on the **outside** of the envelope, along with company name and contact person.

## 11. EVALUATION AND AWARD

Waupaca County will be awarding based on the lowest total cost for the base bid to include all options listed from a responsible bidder who meets the specifications. Timelines of delivery may be considered when making this award.

All prices, costs and conditions outlined in the bid shall remain fixed and valid for acceptance for a minimum of ninety (90) calendar days starting on the due date for this bid.

## 12. CONTRACT CANCELLATION

Waupaca County reserves the right to reject in whole or in part any and all bids, to waive any informalities, and to accept the bid determined to be in Waupaca County’s best interest. This solicitation for bids may also be canceled in whole or in part if determined to be in the best interest of Waupaca County.

### **13. APPEALS PROCESS**

Notices of intent to protest must be made in writing within seventy-two (72) hours after the time of the bid opening. Protestors should make their protests as specific as possible and should identify Wisconsin Statutes or Waupaca County Ordinance provisions that are alleged to have been violated.

The written notice of intent to protest can be sent to Heidi Dombrowski, Finance Director, Waupaca County, 811 Harding Street, Waupaca, WI 54981 or via email to [heidi.dombrowski@co.waupaca.wi.us](mailto:heidi.dombrowski@co.waupaca.wi.us). The protest will be reviewed and the protester will be notified within five (5) working days after receipt of the protest.



**ATTACHMENT A  
BODY WORN CAMERA AND SQUAD CAMERA SYSTEM  
WAUPACA COUNTY, WISCONSIN**

**BIDDER INFORMATION**

Bidder shall provide the complete information requested below. Include the legal name of the bidder and signature of the person legally authorized to bind the Bidder to a contract. Bid is invalid without a signature.

COMPANY NAME			
ADDRESS	CITY	STATE	ZIP
BIDDER NAME	BIDDER TITLE		
EMAIL			
SIGNATURE	TELEPHONE NUMBER		
DATE	FAX NUMBER		
FEIN	<b>OR</b>	SSN (to be provided if awarded the contract)	

<b>Person to be contacted if there are question about your bid</b> (if different from above)	
CONTACT NAME	CONTACT TITLE
EMAIL	
TELEPHONE NUMBER	FAX NUMBER

**ATTACHMENT B  
 BODY WORN CAMERA AND SQUAD CAMERA SYSTEM  
 WAUPACA COUNTY, WISCONSIN**

**PRICE BID**

Vendor: \_\_\_\_\_

Make \_\_\_\_\_

Model \_\_\_\_\_

DESCRIPTION	QTY	U/M	UNIT COST	TOTAL COST
Body worn camera and Squad camera system per terms, conditions and specifications		Each		
Accessories		Each		
Warranty		Each		
Delivery Charge - If less than 100 miles, Waupaca County will pick up		Each		

Literature is enclosed?      Yes \_\_\_\_\_ No \_\_\_\_\_

Warranty information included?    Yes \_\_\_\_\_ No \_\_\_\_\_

**ATTACHMENT C  
 BODY WORN CAMERA AND SQUAD CAMERA SYSTEM  
 WAUPACA COUNTY, WISCONSIN**

**SUBMITTAL CHECKLIST**

Vendor: \_\_\_\_\_

<b>REQUEST FOR BID</b>	<b>INITIAL TO ACKNOWLEDGE</b>
BIDS RECEIVED AND IDENTIFIED AS: 'RFB23-010-23 Body Worn Camera and Squad Camera Systems	
ATTACHMENT A – BIDDER INFORMATION	
ATTACHMENT B – PRICE BID	
ATTACHMENT C – SUBMITTAL CHECKLIST	

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Bidder's Signature Date