



City of Kirkland

Request for Information

Body Worn Cameras

Job # 42-20-PD

Issue Date: Wednesday August 19, 2020

Due Date: Monday August 31, 2020—5:00 p.m. (Pacific Time)

REQUEST FOR INFORMATIONS

Notice is hereby given that Information will be received by the City of Kirkland, Washington, for:

Body Worn Cameras

File with Financial Operations Manager, Finance Department, 123 - 5th Ave, Kirkland WA, 98033

Information received later than **5:00 p.m. on August 31, 2020 will not** be considered.

A copy of this Request for Information (RFI) may be obtained from City's web site at <http://www.kirklandwa.gov/>. Click on the Business tab at the top of the page and then click on the Request for Information link found under "Doing Business with the City".

This RFI does not obligate the City to pay any costs incurred by respondents in the preparation and submission of any information. Furthermore, the RFI does not obligate the City to accept or contract for any expressed or implied services. The information submitted will allow the City of Kirkland to further assess the potential for goods and services and information provided may lead to a further competitive process based on this RFI.

The City of Kirkland assures that no person shall, on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City of Kirkland further assures that every effort will be made to ensure non-discrimination in all its programs and activities, whether those programs are federally funded or not.

In addition to nondiscrimination compliance requirements, the Service Provider(s) ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

Dated this August 19, 2020

Greg Piland
Financial Operations Manager
425-587-3123

EXECUTIVE SUMMARY

The City of Kirkland is evaluating different strategies to reinforce Kirkland's framework as a safe, inclusive, and welcoming community for all people.

The City intends to review information on a Kirkland Police Department body-worn camera program to further develop accountability strategies to allow the community and the Council to understand and identify possible changes to public safety policies.

This RFI is issued as a means of technical discovery and information gathering. This RFI is for planning purposes only and should not be construed as a solicitation, nor should it be construed as an obligation on the part of the City to make any purchases. This RFI should not be construed as a means to pre-qualify vendors. The City of Kirkland may utilize the results of this RFI in drafting a competitive solicitation (RFP) for the subject services/products/equipment. Any future contract that may be awarded must comply with City procurement requirements.

Based on the information provided by the respondents to this RFI, a determination will be made regarding any actual contracting through a procurement process which, at the City's option, could include but not be limited to: a formal bid process, using an existing City contract, procurement via Federal GSA contract(s), or a piggyback of a contract established as a result of the public bid of another public agency.

Participation in this RFI is voluntary, and the City will not pay for the preparation of any information submitted by a respondent or for the City's use of that information.

AGENCY OVERVIEW

The City of Kirkland, Washington, is in the Seattle metropolitan area, on the eastern shore of Lake Washington and approximately 10 miles east of downtown Seattle. It has a population of over 88,000 and is the thirteenth largest city in the State of Washington and the sixth largest city in King County, Washington.

Since its incorporation in 1905, Kirkland has grown in geographic size and now occupies 18 square miles. The city employs over 600 regular employees.

Kirkland operates under a Council-Manager form of government. The City Council is the policy-making branch of Kirkland's government and consists of seven members elected at large to staggered, four-year terms. The Mayor is elected from within the Council. The City Council is supported by several advisory boards and commissions and the City Manager. The City Manager is appointed by the City Council and serves as the professional administrator of the organization, coordinating its day-to-day activities.

PURPOSE OF REQUEST

The purpose of this request is to gather information related to acquiring body worn cameras for public safety use with a focus on ease of use, functionality, recording and storage capabilities, and affordability. The Kirkland Police Department is requesting information from qualified companies for one hundred and eleven (111) officer body worn cameras (BWC).

INFORMATION REQUESTED

1. General
 - a. BWC name and model number
 - b. Physical dimensions (height x width x depth, in inches) of device
 - c. Weight (in ounces) of device
 - d. Mounting options (e.g., head, chest, glasses, helmet, etc.)
 - e. Accessories needed for optional mounting locations
 - f. Whether the BWC is able to mount on a vehicle for dashboard applications
 - g. LCD display (i.e. whether the BWC has a playback screen for video viewing)
 - h. Recording capacity (i.e. the memory storage capacity of the BWC)
 - i. Operating conditions or limitations (e.g., temperature, humidity, precipitation, high wind, etc.)
2. Video and Optics
 - a. Maximum video resolution of the BWC (e.g., 640x480, 1080p)
 - b. Field of view of the BWC (e.g., 75°, 120°)
 - c. Lux rating of the BWC (i.e., minimum amount of light needed to produce an acceptable image)
 - d. Whether the BWC has a night mode and in what format (e.g., low light, IR lens , etc.)
 - e. Recording speed of the BWC (e.g., 30 frames per second)
 - f. Recording format of the BWC (e.g. MPEG--4, MOV)
 - g. Recording time of the BWC under default resolution settings
 - h. Whether the BWC captures still photos
 - i. Whether the BWC embeds a time/ date stamp in the recorded video
 - j. Whether there are any means to authenticate and validate the integrity of the time/date stamp
 - k. Whether the BWC has a stop record feature
 - l. Whether the BWC possesses an event marking capability
 - m. Whether the B\VC has wireless capabilities to communicate with a computer or external DVR unit
3. Audio
 - a. Microphone feature information
 - b. Microphone sensitivity
 - c. Audio format of the BWC (e.g., MP2, ACC)

- d. Whether there is a default police radio interface for the BWC
- 4. Data Upload
 - a. Single device vs. docking station for multiple video/audio upload
 - b. Data transfer method (e.g., wire, wireless, removable media card, etc.)
 - c. Manual vs automatic uploading capabilities
- 5. Battery Information
 - a. Battery type used by the BWC and whether it is internal or removable
 - b. Recording duration
 - c. Battery standby duration
 - d. Battery charge time
 - e. Battery lifetime until replacement needed
 - f. Battery replacement procedure and where it must be done (e.g., field or factory), if applicable
 - g. Availability of supplemental charger for emergency battery charging
- 6. GPS
 - a. Whether the BWC possesses a GPS
 - i. If so, whether GPS coordinates are embedded in recorded video
- 7. Safeguards
 - a. Privacy safeguards or features
 - b. Remote viewing
 - c. Remote activation/deactivation
 - d. Privacy masking (i.e. feature allows blurring or completely blocking certain areas to protect personal privacy or sensitive information)
 - e. Redacting/editing capabilities
 - f. Safeguards for cyber security, unintentional disassembly, jamming, or intentional damage
- 8. Video Data Storage Management
 - a. Data Management Software requirements
 - b. Archiving and file retention capacity
 - c. Data saved storage or cloud
 - d. Data storage costs
 - e. Export Capabilities
- 9. Warranty and Maintenance Plans
 - a. Length of warranty (in months) that comes standard with the system/ device and the components that are covered
 - b. Optional extended warranties available
 - c. Duration and cost of extended warranties
 - d. Availability of extended maintenance plans
 - e. Duration and cost of extended maintenance plans
 - f. Service contract costs
- 10. Costs
 - a. Unit price for wearable cameras
 - b. Unit price for camera accessories
 - c. Unit price for evidence transfer managers (docking stations)
 - d. Hourly rates for training services

- e. Technology support options and costs
- f. Budget narrative if necessary

SUBMISSION INSTRUCTIONS

Information must be received by no later than **5:00 pm PDT on August 31, 2020**. We encourage that Information be submitted by email. Emailed Information should include "Body Worn Cameras, 42-20-PD" in the subject line and be addressed to: purchasing@kirklandwa.gov. (Emailed Information must be in PDF format and cannot exceed 20MB).

As an alternate to email, Information can be mailed or delivered to:

City of Kirkland
Attn: Greg Piland – Job #42-20-PD
123 5th Avenue
Kirkland, WA 98033

Submittal Deadlines

August 19, 2020	Release RFI
August 31, 2020	RFI Due by 5:00 PM PDT

Questions

Upon release of this RFI, all proposer communications concerning the RFI should be directed to the City's RFI Coordinator listed below via email. Any oral communications will be considered unofficial and non-binding on the City. Service Providers should rely only on written statements issued by the RFI Coordinator. The City's RFI Coordinator for this project is:

Name:	Greg Piland
Address:	City of Kirkland, Finance and Administration 123 5 th Avenue, Kirkland, Washington 98033
E-mail:	gpiland@kirklandwa.gov

TERMS AND CONDITIONS

1. The City reserves the right to request clarification of information submitted, and to request additional information on any Information.
2. The City shall not be responsible for any costs incurred by the agency in preparing, submitting or presenting its response to the RFI.

3. Any material submitted by a proposer shall become the property of the City. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.
4. All Information and information submitted by proposers shall be public records and subject to disclosure pursuant to the Washington Public Records Act (RCW 42.56.270)
5. Proposers responding to this RFI must follow the procedures and requirements stated in the RFI document. Adherence to the procedures and requirements of this RFI will ensure a fair and objective analysis of your Information.
6. Once submitted to the City, Information shall become the property of the City, and all Information shall be deemed a public record as defined in "The Public Records Act," chapter 42 section 56 of the RCW. Any Information containing language which copyrights the Information, declares the entire Information to be confidential, declares that the document is the exclusive property of the proposer, or is any way contrary to state public disclosure laws or this RFI, could be removed from consideration. The City will not accept the liability of determining what the proposer considers proprietary or not. Therefore, any information in the Information that the proposer claims as proprietary and exempt from disclosure under the provisions of RCW 42.56.270 must be clearly designated as described in the "Proprietary Material Submitted" section above. It must also include the exemption(s) from disclosure upon which the proposer is making the claim, and the page it is found on must be identified. With the exception of lists of prospective proposers, the City will not disclose RFI Information until a bid selection is made. At that time, all information about the competitive procurement will be available with the exception of: proprietary/confidential portion(s) of the Information(s), until the proposer has an adequate opportunity to seek a court order preventing disclosure. The City will consider a proposer's request for exemption from disclosure; however, the City will make a decision predicated upon RCW 42.56.