

REQUEST FOR BIDS FOR LICENSE PLATE RECOGNITION (LPR) SYSTEMS



**Request for Proposal
Issued By:**

**City of Mt. Juliet, TN
2425 N. Mt. Juliet Rd.
(615) 754-2554**

**Date of Issue: November 27, 2019
Bid Due Date: December 17, 2019 at 10 a.m. CST**

**Bids must be in sealed envelope Clearly Marked
"License Plate Recognition Systems RFP #P-273"
Dated December 17, 2019**

**Delivered to:
Attn: Finance Director
City of Mt. Juliet 2425
N. Mt. Juliet Mt. Juliet, TN 37122
NLT 10:00 a.m. CST 12/17/2019**

REQUEST FOR PROPOSALS

City of Mt. Juliet Finance Department
2425 N. Mt. Juliet Rd. | Mt. Juliet, TN 37122
Phone: 615-754-2554 | Fax: 615-754-7225

NOTICE IS HEREBY GIVEN that the CITY OF MT. JULIET is seeking sealed proposals for the following work as specified:

**RFP #P-273
LICENSE PLATE RECOGNITION SYSTEM (LPR)**

The City of Mt. Juliet will be accepting sealed proposals until 10:00 a.m. CST on **December 17, 2019** and will open such proposals at 10:00 a.m. CST at City Hall 2425 N Mt Juliet Rd, Mt. Juliet, Tennessee. ***Proposals received after 10:00 a.m. CST will not be considered and will be returned to the proposer unopened.***

The City wishes to enhance public safety by installing license plate recognition (LPR) technology across key areas of the City. This technology has proved to assist in serving as a deterrent to crime and serves as a forensic tool to solve crimes after they occur. The cameras will record the exterior of vehicles for the purpose of capturing license plates.

The RFP Documents may be examined and obtained on and after, **November 27, 2019**, at the City's website. Vendors who obtain solicitation documents from other sources than the Finance Department are cautioned that the solicitation package may be incomplete. Furthermore, all addendums will be posted and disseminated by the Finance Department.

One (1) unbound original, **Two (2)** bound copies and **One (1)** electronic in PDF format of the proposal must be submitted no later than **10:00 a.m. CST on December 17, 2019** in sealed envelopes bearing the words **RFP #P-273 LICENSE PLATE RECOGNITION SYSTEM (LPR)** and shall be submitted to the City's Finance Offices, City of Mt. Juliet, 2425 N MT. JULIET ROAD, Mt. Juliet, Tennessee 37122. **E-mailed and faxed proposals will not be accepted.**

Responsible questions regarding this RFP offering may be directed to Information Technology Department at taylor@mtjuliet-tn.gov. The last date for questions pertaining to this proposal is up to the bid due date. Questions after this date will not be answered.

The City Commission of the City of Mt. Juliet reserves the right to reject any and all proposals, to waive any and all informalities or irregularities and to accept or reject all or any part of any proposal as they may deem to be in the best interest of the citizens of the City of Mt. Juliet. **The winning firm is required to enter into a contract with the City of Mt. Juliet.**

CITY OF MT. JULIET
DEPARTMENT OF FINANCE
2425 N MT. JULIET ROAD
MT. JULIET, TN 37122

Posted November 27, 2019

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Background of the City of Mt. Juliet, TN

The City of Mt. Juliet, TN is located in the Nashville, TN metropolitan area. The city had a population of 31, 376 according to the 2018 Special Census and is one of the fastest growing cities in the State of Tennessee. The city has 4 elected commissioners and an elected mayor, which comprise the governing body. The governing body hires a professional City Manager as the chief administrative official. The City Manager is responsible for all city personnel. The city currently provides public safety, building inspection and codes enforcement, public works, parks and recreation, and administrative functions.

General Bid Information

BID FORMS

Two paper copies of the bid are required. All paper bids must have the name of the project, and the bid due date on the outside of the envelope. Paper bid must be signed by authorized representative of company/business placing bid at time bid is received by the City of Mt. Juliet. Bidder will show evidence of license, expiration date and classification if required and when applicable.

Special Notice on Iran

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to §12-12-106. The link below will provide access to the list of entities that are covered by the Act:

https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106,_Iran_Divestment_Act-July.pdf

SUBMISSION

It shall be the responsibility of the bidder to submit a bid response which complies with: the conditions and specifications of the Request for Bids; policies and procedures of the City of Mt. Juliet and applicable laws of the State of Tennessee; and any other applicable laws, regulations and requirements.

BID REJECTION

The City reserves the right to reject any or all bids, combinations of items, or lot(s), and to waive defects or minor informalities. The City is a member of certain coalitions and has access to the pricing provided by state contracts. The published prices by the state or any of the coalitions for RFQ items shall be considered a sealed bid which the City may accept. Any other bid that is not sealed will "NOT" be accepted. Any bid received after time and date indicated will be discarded.

Bidders may not restrict the rights of the City or otherwise qualify their bids. If a Bidder does so, the City may determine the bid to be a nonresponsive counteroffer, and the bid may be rejected.

The City reserves the right, at its sole discretion, to waive variances in bids provided such action is in the best interest of the City. Where the City waives minor variances in bids, such waiver does not modify the RFP requirements or excuse the Bidder from full compliance with the RFP. Notwithstanding any minor variance, the City may hold any Bidder to strict compliance with the RFP. In the event of multiple line items or interchangeable items, the city reserves the right to select items from multiple bidders.

Bidders must comply with all of the terms of this RFP and all applicable state laws and regulations. The City may reject any bid that does not comply with all of the terms, conditions, and performance requirements of this RFP.

PAYMENT FOR CITY PURCHASES

Purchase orders will be issued after the RFP is reviewed and payment will be made by the City of Mt. Juliet 30 days after commodities and/or services have been received, accepted, and properly invoiced as indicated in the contract and/or purchase order. Invoices must bear the purchase order number where applicable.

IDEMNIFICATION

The Contractor/Vendor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of, or liability for error, omission or negligent act of the Contractor/Vendor under this agreement. The Contractor/Vendor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the Contractor and the independent negligence of the Contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Contractor" and "Contracting agency", as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the Contracting agency's selection, administration, monitoring, or controlling of the Contractor and in approving or accepting the Contractor's work. On-site vendors are required to provide proof of insurance (general liability, workers comp, auto and excess). On-site vendor will add the City of Mt. Juliet as an additional insurer if requested.

COMPLIANCE

In the performance of a contract that results from this RFP, the contractor must comply with all applicable federal, state, and city regulations, codes, and laws; and be liable for all required insurance, licenses, permits and bonds; and pay all applicable federal, state, and city taxes.

SUITABLE MATERIALS, ETC.

Unless otherwise specified, all materials, supplies or equipment offered by a bidder shall be new, unused, and of the latest edition, version, model or crop and of recent manufacture. Unless otherwise specified in the RFP, product brand names or model numbers are examples of the type and of product quality required and are not statements of preference. If the specifications describing an item conflict with a brand name or model number with a description of the item, the specifications govern. Reference to brand name or number does not preclude an offer of a comparable or better product, if full specifications and descriptive literature are provided for the product. For example, if the specifications call for 98 decibel alarm and the product offered has only 95, the city reserves the right to consider the 95-decibel alarm offering as adequate. Failure to provide such specifications and descriptive literature may be cause for rejection of the offer.

FIRM OFFER

For the purpose of award, offers made in accordance with this RFP must be good and firm for a period of ninety (90) days from the date of quote opening or the date of complete delivery of the order placed whichever is later. The city anticipates selection within 10 business days.

BID PREPARATION COSTS

The City is not liable for any costs incurred by the bidder in quote preparation.

CONFLICT OF INTEREST

An elected or appointed official, or employee of the City of Mount Juliet may not seek to acquire, be a party to, or possess a financial interest in, this contract if (1) the elected or appointed official, or employee is an employee of the administrative unit that supervises the award of this contract; or (2) the elected or appointed official, or employee has the power to take or withhold official action so as to affect the award or execution of the contract. Non-controlling ownership in stock of publicly held companies or ownership of mutual funds shall not be considered as a financial interest.

DEFAULT

In case of default by the contractor/vendor, for any reason whatsoever, the City of Mount Juliet may procure the goods or services from another source and hold the contractor/vendor responsible for any resulting excess cost and may seek other remedies under law or equity.

CONTINUING OBLIGATION OF CONTRACTOR

Notwithstanding the expiration date of a contract resulting from this RFP, the contractor/vendor is obligated to fulfill its responsibilities until warranty, guarantee, maintenance and parts availability requirements have completely expired.

BILLING INSTRUCTIONS

Invoices must be billed to the Finance department at the address shown on the individual Purchase Order, Contract Award or Delivery Order. Questions concerning payment should be addressed to the Finance Department of the City of Mt. Juliet.

DISCRIMINATION CLAUSE

The City of Mt. Juliet is an equal opportunity entity and does not discriminate on the basis of age, race, sex, national origin, religion or disability in admission to, access to, or operations of its programs, services, activities, or in its awarding of such bids.

STATEMENT OF NON- PARTICIPATION
Request for Proposal NO.: P-273
LICENSE PLATE RECOGNITION (LPR) SYSTEMS

Note: If you do not intend to submit a bid /proposal on this item/service, complete this form and

mail to: City of Mt. Juliet
Department of Finance
2425 N Mt. Juliet Road
Mt. Juliet, TN 37122
ttaylor@mtjuliet-tn.gov

Please indicate the Proposal number and title of the Proposal on the outside of the envelope.

We/I do not wish to participate in this proposal for the following reason:

- Specifications proprietary
- Cannot supply at this time
- We do not carry this item
- We do not provide this service
- Unable to meet specifications
- Unable to meet Bond requirements
- Other

Please keep us on your bid list for future projects _____yes _____no

Signature: _____

Name of Company: _____

Address: _____

SPECIAL INSTRUCTIONS TO PROPOSERS

SECTION 1 – DEFINITIONS

Whenever the following terms appear in the Proposal, the intent and meaning shall be interpreted as follows:

- 1.1 **City:** The City of Mt. Juliet, Tennessee.
- 1.2 **Contract:** The written agreement for performance of the Scope of Work entered into between the City and the successful Proposer.
- 1.3 **Contract Administrator:** The Finance and Contracts Manager, or some other employee expressly designated as Contract Administrator in writing by the City Manager, who is the representative of the City concerning the Contract Documents.
- 1.4 **Evaluation/Selection committee:** City staff and/ or outside consultants assigned to evaluate the submitted proposals.
- 1.5 **Proposer:** Any individual, firm, or corporation submitting a proposal for this project, acting directly or through a duly authorized representative. For the purpose of this Agreement, Proposer shall mean the same thing as the Bidder.
- 1.6 **Proposal:** shall refer to any term used interchangeably with Bid while retaining the same meaning.
- 1.7 **Finance Office:** The Purchasing Division-Department of Finance City of Mt. Juliet.
- 1.8 **“Provider”, “Bidder”, “Contractor”, or “Successful Proposer” or “Consultant”:** The Proposer receiving an award as a result of this Request for Proposal. Said terms may be used interchangeably while retaining the same meaning.
- 1.9 **Qualifications/Proposal, Proposals,** shall refer to any Offer(s) submitted in response to this Request for Proposal.
- 1.10 **Request for Proposal, RFP”, or Proposal:** This Request for Proposal including all Exhibits and Attachments as approved by the City, and addendums or change orders issued by the Department of Finance.
- 1.11 **Request For Proposal, or Proposal:** Terms used interchangeably in this Request for Proposal while retaining the same meaning.
- 1.12 **Subcontractor/ Sub consultant:** Any person, firm, entity, or organization, other than the employees of the successful Proposer, who contract with the Successful Proposer to furnish labor, or labor and materials, in connection with the Work or Services to the City, whether directly or indirectly, on behalf of the Successful Proposer.
- 1.13 **Work, Services, Program, Project, or Engagement:** All matters that will be required to be done by the successful Proposer in accordance with the Scope of Work, and the Terms and Conditions of this RFP.

SCOPE OF WORK

PURPOSE

The City of Mt. Juliet invites all interested and qualified **Firms (“Proposer”)** to submit a proposal to:

Item 1: Enter into an agreement for the installation of a of License Plate Recognition (LPR) Systems at thirty-seven (37) locations. An agreement shall include all hardware, installation, software, software updates, and warranties.

Item 2: Enter into a maintenance agreement to maintain the entire License Plate Recognition (LPR) System. Maintenance agreement shall include all service costs, labor, and quarterly inspections for system performance.

The City wishes to enhance public safety by installing license plate recognition (LPR) technology across key areas of the City. This technology has proved to assist in serving as a deterrent to crime and serves as a forensic tool to solve crimes after they occur. The cameras will record the exterior of vehicles for the purpose of capturing license plates.

The City will only accept proposals from a system integrator capable of providing full ‘turnkey’ services and who will bear all associated costs to include: permitting, construction, installation of poles and other infrastructure, LPR cameras equipment, maintenance and repair, routine servicing, system upgrades, wireless connectivity and related end-user training. The proposed system will be hosted by the offeror, who shall maintain all data as required by the City.

The Proposer must provide the list all the subcontractors that will be part of the Proposal.

The Proposer shall not assign, transfer or sub-contract any work either in whole or in part, without prior written approval of the City.

PROJECT SCOPE

ITEM 1: Installation of LPR System

The proposed installation locations are listed below and shown on the map. These locations may change, depending on available budget, physical feasibility, costs, priority at time of contract execution by City Administration. The intent is to capture Mt. Juliet lanes of traffic at the locations and direction of travel.

Sites	Proposed Camera Location	Direction of camera
1	Nonaville Rd / Saundersville Rd	South
2	North Green Hill / at Green Hill High	South
3	North Green Hill / at Lebanon Rd	East
4	Lebanon Rd / Matterhorn	East

5	Lebanon Rd / Matterhorn	West
6	West Division St / County Line	East
7	West Division St / County Line	West
8	Old Lebanon Dirt Rd / County Line	East
9	Old Lebanon Dirt Rd / County Line	West
10	Central Pike / Chandler Rd	East
11	Central Pike / John Hagar Rd	East
12	Central Pike / Adams Lane	West
13	Central Pike / S. Mt. Juliet Rd	South
14	Central Pike / S. Mt. Juliet Rd	East
15	Central Pike / S. Mt. Juliet Rd	North
16	South Rutland Rd. / City Limits (South of Baird Farms Construction Entrance)	North
17	Central Pike / Walton's Grove Subdivision	West
18	Posey Hill Rd / Beckwith Rd	West
19	Wilfong Pkwy / Beckwith Rd	South
20	Golden Bear / Rutland Dr	North
21	East Division / Golden Bear	West
22	East Division / Golden Bear	East
23	I-40 / North Mt. Juliet Rd	North
24	South Mt. Juliet Rd / Herschel Dr.	South
25	Belinda Parkway / Providence Trail	East
26	North Mt. Juliet Rd / Pleasant Grove Rd	North
27	North Mt. Juliet Rd / Pleasant Grove Rd	South
28	North Mt. Juliet Rd / West Division	North
29	North Mt. Juliet Rd / East Division	East
30	North Mt. Juliet Rd / East Division	South
31	North Mt. Juliet Rd. / West Division	West
32	North Mt. Juliet Rd. / Lebanon Rd	East
33	North Mt. Juliet Rd. / Lebanon Rd	South
34	North Mt Juliet Rd. / Lebanon Rd	West
35	Lebanon Rd / Terrace Hill Rd	East
36	Lebanon Rd / Terrace Hill Rd	West
37	Charlie Daniels Park Entrance	Entrance

The Project is required to achieve the following objectives:

The requirement is that the LPR system will alert the Mt. Juliet Police Department on vehicle license plates that are associated with a hotlist. The system must alert officers via software, text message, and email. The proposed system must be able to recognize characters on license plates, convert optical capture image of license plate to digital data and run recognized license plates against a hot list. A hotlist is license plates that are associated with Part 1 Crimes, such as Criminal Homicide, Forcible Rape, Robbery, Aggravated Assault, burglary, larceny theft, motor vehicle theft, and arson or other criteria as defined by the Mt. Juliet Police Department (MPD).

Hotlists must come, at minimum, from Tennessee Department of Law Enforcement (TDLE), Tennessee Crime Information Center (TCIC) and National Crime Information Center (NCIC) databases. Additional databases may be used to add greater value to system functionality. Vendor must disclose if there are additional costs for additional database access and use.

The Proposer may propose to either install an onsite server infrastructure for data and storing hotlists or cloud hosted solution. However, the City is favorable to systems that provide cloud-hosted options. If an on-premise option is being offered, such server must reside within the Mt. Juliet data center located in City Hall. Proposer shall detail rack space requirements and power requirements within proposal.

The Proposer shall offer associated [backend] software that will provide analytics for investigations and other City defined purposes. This backend software must be able to provide user-friendly, pre-defined reports, and the ability to export data and/or reports in a variety of formats, including EXCEL, WORD and PDF formats.

Analytics within the backend software shall be available for Police Department staff and must be accessible remotely. Contractor will be responsible for ensuring reliable connectivity, software patches and maintaining communication connectivity needs.

Permitting and Installation phase will be completed by Proposer and will include installation of all required License Plate Recognition System infrastructure (cameras, poles, power, hardware brackets and all necessary components for external performance).

All external installed equipment must be National Electrical Manufacturer Association (NEMA) 4 rated, hardened and have an Ingress Protection (IP) rating of IP66. Specifically, all cameras and externally installed associated equipment shall be fully operational regardless of weather, daylight, or nighttime conditions except for hurricane force winds.

Proposer will install cameras to provide functional coverage with a 95% or greater capture rate from installed LPR System camera(s) equipment. Proposal must certify that system will operate in this fashion.

The proposed system shall include cameras that have the capability to read up to three (3) lanes of traffic at interstate speeds. Each lane should be monitored adequately with proposed equipment.

Proposer will design and install communications backhaul paths for LPR data to the City servers via fiber, cellular or other ample bandwidth telecommunication medium.

ITEM 2: Maintenance Agreement for LPR System

Proposer must provide unlimited technical support, as well as, software enhancements. Proposer shall describe in detail service level support and meet the following requirements:

Proposer shall provide phone support, email support and have ticketing system for follow up of support events.

The City requires a response time to the City designee within four (4) hours of notification. The system must be operational within twenty-four (24) to forty- Eight (48) hours from receipt of email from the City to resolve the issue. This includes 365 days a year, day and night.

Proposer shall provide pricing which includes service and maintenance for the entire LPR system for a period of five (5) years.

ITEM 3: Hourly Rate for Labor and Monthly Maintenance Cost for Future Cameras

The City may add additional LPR cameras to the LPR system in the future.

Proposer shall provide cost for installation additional LPR cameras.

Implementation / Approach

Proposer shall provide a full-time Project Manager that must be able to meet with City Staff at City Facilities at least once every week during project implementation.

The Proposer shall include a project plan as part of their response. Project plan must be comprehensive and include:

- Project directory with points of contact from Proposers' team
- Project schedule overview with phase descriptions
- Project Deliverable Acceptance method
- Monthly base payments for Items 1 and 2 shall NOT be made until entire system is installed and accepted by City.
- Project Communications Plan to include proposed meetings and progress reporting methods. Bi- weekly updates are required by proposer during install and implementation phase.
- Formal Acceptance of installations will be granted after system is working without defects for a period of 30 days.

PRICE SHEET

FIRM's proposed costs must be inclusive of all related expenses to provide the services as defined in this RFP. The City reserves the right to reject all proposals that have any variances and/or contingencies. Vendor must provide a breakdown of costs listing all components per site and include make, model of proposed technical components.

LINE ITEM	DESCRIPTION	UNIT OF MEASURE	Bid Price (37 locations)
1	Installation of new Cameras including: Equipment Labor Licensing Integration Etc.	LPR Camera, Installation & application	\$

MAINTENANCE OF ADDITIONAL LPR CAMERAS			
LINE ITEM	DESCRIPTION	UNIT OF MEASURE	Bid Price (37 locations)
2	Service and Maintenance	Monthly Cost Per Camera	\$

Total \$ _____

Total in Words _____

ITEM 3: Rate for Labor and Monthly Maintenance Cost for Future Cameras

LINE ITEM	DESCRIPTION	UNIT OF MEASURE	Bid Price
3	Installation of new Cameras including: Equipment Labor Licensing Integration Etc. <i>(price to be inclusive of all maintenance)</i>	Camera & Full Installation	\$

SUBMITTAL PACKAGE

PROPOSAL FORMAT

Submit this portion of the Request for Proposal as your firm's Qualifications Package. Complete the following information exactly as shown including numbering and tabbing sections with a **40-page limit**. This information is vital for the City to rate your firm, as your evaluation and ranking will be based on the information supplied below along with any other information required by the City.

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the firms seeking to undertake the work for the City in conformity with the requirements of the specifications in the RFP. As such, the substance of the proposals will carry more weight than their form or manner of presentation.

The proposal should address all points outlined in the specifications of this RFP. The proposal should be prepared simply and economically, providing straightforward, concise description of the proposer's capability to satisfy the requirements of the RFP.

While additional data may be presented, the information requested in items 1 through 12, must be included. Items 1-12 represent the criteria against which proposals will be evaluated.

1. Title Page - (1page limit)

Provide the RFP # and title, the firm's name; the name, address, telephone number and email of the contact person; and the date of the proposal.

2. Proposer Qualification - (1page limit)

Statement of Proposer's Qualifications.

3. Statement of Capabilities - (3 pages limit)

Provide a statement that addresses why the specific Proposer would be in the best posture to deliver the required services. This statement, signed by an authorized officer of your company, briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes to be best qualified to perform the work and a statement that the proposal is a firm and irrevocable offer until such time as City Commission awards a contract as a result of this RFP.

Provide the names of the person who will be authorized to make representation for the Proposer, their titles, addresses, and telephone numbers.

4. Professional Licenses and Certifications (5 pages limit.)

An affirmative statement and submission of evidence must be included with the firm's response indicating that firm and all assigned key professional staff possess all licenses and certifications required to undertake and complete the project. Insert copies of all licenses and certificates.

5. Firm's Qualifications and Experience (4 pages limit.)

An explanation of why the Proposer is the best qualified to perform the services as outlined in the RFP. Demonstrate qualifications, including an item by item disclosure outlining how the firm meets or exceeds the requirements of the RFP. Describe the experience, qualification and other vital information, including relevant experience on similar projects to confirm these requirements.

Provide a list of government and private clients your firm has under contract through 2020. Please provide a brief description of the services.

6. Team's Experience/Qualifications (4 pages limit.)

Provide a list of the personnel to be used on this project and their qualifications. A resume of key management personnel, including education, experience, and any other pertinent information shall be included for each member to be assigned to this project.

Provide information regarding all major sub-contractors who will be expected to perform work on the contract. Bidders should include any qualifications or licenses held and/or held by subcontractors.

7. Past Performance (References) (2 pages limit.)

The City will conduct reference checks as component of due diligence to determine the capability of firms to be able to perform the requirements of the project.

Each firm responding to this RFP must provide three (3) verifiable references for projects of similar scope as outlined in this RFP.

Each firm must provide the following information for each of the references provided.

- a. Client name, address, phone number, and email.
- b. Name and location of the project. Description of the scope of work.
- c. Role/Services your company provided.
- d. Size of project
- e. Present status of the project.
- f. Phone # for Reference (Project Manager). Updated email address for Project Manager.

8. Financial Capacity (3 pages limit.)

Provide documentation of your firm's financial stability and sufficient financial capability to complete a project of this scope, as follow:

A. Financial Stability. Provide summary certified financial statements demonstrating the tangible net worth of your firm, current operating cash balances, bank lines of credit, and contingent liabilities.

B. Ownership. Provide information on the form of ownership, principal owners, and length of ownership; if there are any pending changes to the company's ownership; identify the nature of these changes.

9. Proposer's Approach to the Project (5 pages limit.)

Describe your firm's approach to Project Management and Installation Services on a project by project basis related to vertical construction projects, including but not limited to, project coordination, project oversight, preconstruction phase, design phase, construction, project closeout and training.

10. Proposed LPR Solution (10 pages limit.)

In narrative and tabular format as appropriate, describe your firm's LPR system and approach to provide the city with the best overall solution. Describe the camera specifics and full description of the systems' capabilities, maintenance requirements, image capture specifics data transmission/retention, equipment reliability and features.

Describe company equipment solution's capability to meet city's desire for a system to:

- Capture LPR reads at highway speeds
- Capture license plates from various states, to include vanity and special plates
- Provide immediate access to plate 'hits'
- Provide a forensic application to search plate reads for 30 days
- Install a camera on any designated residential roadway or highway
- Provide accompanying vehicle make, type and/or other physical description
- Provide immediate, remote access, via a computer, to plate hits

Describe any additional features of your system that may be of benefit to the City to include, but not be limited to, systems' ability to integrate with current city equipment, etc.

11. Legal Proceedings

- A. Arbitrations; any arbitration demands filed by or against your firm in the last five (5) years, and identify the nature of the claim, the amount in dispute, the parties, and the ultimate resolution of the proceeding.
- B. Lawsuits: List all lawsuits filed by or against, your firm in the last five (5) years, and identify the nature of the claim, the amount in dispute, the parties, and the ultimate resolution of the lawsuit.
- C. Bankruptcies: Has your firm or its parents or any subsidiaries ever had a Bankruptcy Petition filed in its name, voluntarily or involuntarily? (If yes, specify date, circumstances, and resolution).

12. Cost Proposal

SECTION 3 - TERM OF CONTRACT

- 3.1 The City anticipates awarding a contract(s) for five (5) years. Failure to complete work or satisfy deadline requirements shall result in termination of any future obligations of the City of Mt. Juliet to the company.

SECTION 4 – INQUIRIES/AVAILABILITY

- 4.1 Inquiries concerning Proposal Submittals should be made in writing and directed as follows:

City of Mt. Juliet
Department of Information Technology
2425 N Mt. Juliet Road
Mt. Juliet, TN 37122
Email: ttaylor@mtjuliet-tn.gov

- 4.2 Solicitation documents shall be obtained by contacting rbasham@mtjuliet-tn.gov

CONTACT WITH PERSONNEL OF THE CITY OF MT. JULIET OTHER THAN Travis Taylor (ttaylor@mtjuliet-tn.gov) OR Renee Basham (rbasham@mtjuliet-tn.gov) OR Dana Hire (dhire@mtjuliet-tn.gov), REGARDING THIS REQUEST FOR PROPOSAL MAY BE GROUNDS FOR ELIMINATION FROM THE SELECTION PROCESS.

SECTION 5 – SUBMITTAL INFORMATION

- 5.1 Proposer should submit (in a sealed envelope indicating Proposer's name and Request For Proposal (RFP) number) copies of the Proposal, each identified as follows:

RFP No.: P-273
RFP Name: License Plate Recognition LPR Systems
Due Date/ Time: December 17, 2019 at 10:00 a.m. CST

- 5.2 All (RFP's), must be submitted on 8½" by 11" paper, neatly typed on one side only, with normal margins and spacing. The original document package must not be bound, although, the document package copies should be individually bound. One (1) unbound one-sided original and two (2) bound copies along with one (1) electronic copy in PDF format [**a total of Four (4)**] of the complete submittal must be received by the closing date and time. The original and all copies must be submitted in a sealed envelope.
- 5.3 Responses to the RFP must be signed in ink by an authorized officer of the proposing firm who is legally authorized to enter into a contractual relationship in the name of the Proposer. The submittal of a Statement of Proposal by the Proposer will be considered by the city as constituting an Offer by the Proposer to perform the required services.

SECTION 6 - EVALUATION METHODOLOGY

Evaluation Criteria

A contract will be awarded to the company whose proposal is judged by the City of Mt. Juliet to be in its best interests, and whose proposal most closely satisfies the overall project specifications as well as a number of other factors including, but not limited, to:

Criteria	Maximum Potential Points
Firm's Qualification and Experience	20
References (Past Performance)	25
Proposers Approach to the Project	25
Proposed Solution	25
Proposed Cost	25
Ability to Meet City Requirements	30
	150

The City will assemble an evaluation and selection committee comprised of staff and additional consultants if necessary. This committee shall evaluate the proposals and may, but is not required to recommend the top ranked firms for oral presentations. The committee shall evaluate the proposals based on the demonstrated proficiency level of the proposing firm for work of a similar type as specified in the Scope of Services with and including proof of insurance and bonding capability as described herein, and other requirements as required by the City.

NO AWARD WITH RESPECT HERETO SHALL BE DEEMED FINAL AND ALL SUCH AWARDS SHALL BE DEEMED CONDITIONAL, UNLESS AND UNTIL THE PARTIES SHALL HAVE FULLY EXECUTED THE AGREEMENT(S) CONTEMPLATED HEREIN, AND A FULLY EXECUTED AGREEMENT HAS BEEN RETURNED TO THE BIDDER BY THE CITY. THE CITY RESERVES THE RIGHT TO REVOKE ANY AWARD MADE HEREUNDER, WITHOUT PENALTY, PREMIUM, OR OBLIGATION, AT ANY TIME PRIOR TO THE DELIVERY OF THE FULLY EXECUTED AGREEMENT(S) TO THE BIDDER, NOTWITHSTANDING THAT AN AWARD MAY HAVE BEEN PUBLISHED. NO BIDDER SHALL BE ENTITLED TO RELY ON ANY ANNOUNCEMENT OF AWARDS, AND THE CITY SHALL IN NO WAY BE ESTOPED IN THE REVOCATION OF AN AWARD PREVIOUSLY GRANTED.

SECTION 7– REJECTION CRITERIA

- 7.1 Your proposal shall be considered non-responsive if any of the following criteria exist, (this list is not all-inclusive):
- 7.2 The instructions, order, and matrixes in the Proposal Package have not been properly followed.
- 7.3 The RFP response Package is found to have concealed or contained false and/or misleading information.
- 7.4 The City did not receive the RFP Package prior to the submittal deadline.

SECTION 8 - WAIVERS

The City in its sole discretion, reserves the right to reject any and all proposals, accept any proposal or any combination of proposals or waive any minor irregularity or technicality in proposals received and may, at its sole discretion, request a re-proposal, when in its sole judgment, it will best serve public interest.

SECTION 9 - INSURANCE REQUIREMENTS

- 9.1 The Contractor shall furnish proof of insurance requirements as indicated below. The coverage is to remain in force at all times during the contract period. The following minimum insurance Coverage is required. The City is to be added as an “additional insured” with relation to General Liability Insurance. This MUST be written in the description section of the insurance certificate, Even if you have a check-off box on your insurance certificate. Any costs for adding the City as “additional insured” will be at the contractor’s expense.
- 9.2 The City of Mt. Juliet shall be given notice 10 days prior to cancellation or modification of any stipulated insurance. The insurance provided shall be endorsed or amended to comply with this notice requirement. In the event that the insurer is unable to accommodate, it shall be the responsibility of the Contractor to provide the proper notice. Such notification will be in writing by

registered mail return receipt requested and addressed to the Purchasing Division.

- 9.3 The Contractor's insurance must be provided by an A.M. Best's "A-" rated or better insurance company authorized to issue insurance policies in the State of Tennessee, subject to approval by the City's Risk Manager. Any exclusions or provisions in the insurance maintained by the contractor that precludes coverage for work contemplated in this RFP shall be deemed unacceptable and shall be considered breach of contract.
- 9.4 Any firm performing work on behalf of the City of Mt. Juliet must provide Workers' Compensation insurance. Exceptions and exemptions can only be made if they are in accordance with Tennessee Statute.
- 9.5 Commercial General Liability Insurance Covering premises-operations, products-completed operations, independent contractors and contractual liability.

Limits: Combined single limit bodily injury/property damage \$1,000,000.

This coverage should include, but not limited to:

- a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
- b. Coverage for Premises/Operations
- c. Personal and Advertising Injury Liability
- d. Products/Completed Operations
- e. Broad Form Contractual Liability

Covering all owned, hired, and non-owned automobile equipment, and other vehicles used by the successful bidder in the performance of the work with the following limits of liability:

Limits: Combined single limit bodily injury/property damage \$1,000,000

Professional Liability (Errors & Omissions)

Limits: \$2,000,000 per occurrence

This coverage should include, but not limited to:

- a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
- b. Coverage for Premises/Operations
- c. Products/Completed Operations
- d. Broad Form Contractual Liability

9.6 Automobile Liability Insurance

Covering all owned, hired, and non-owned automobile equipment, and other vehicles used by the successful bidder in the performance of the work with the following limits of liability:

Limits: Bodily injury	\$500,000 each person, \$500,000 each occurrence
Property damage	\$100,000 each occurrence

Professional Liability (Errors & Omissions)

Limits: \$2,000,000 per occurrence

9.7 A copy of ANY current Certificate of Insurance should be included with your proposal.

9.8 In the event that you are the successful bidder, you will be required to provide a certificate naming the City as an “additional insured” for General Liability.

9.9 Certificate holder should be addressed as follows:

City of Mt. Juliet
Attn: Dana Hire, Finance Department
2425 N Mt Juliet Rd
Mt. Juliet, TN 37122

SECTION 10 – GENERAL CONDITIONS

- 10.1 **VENUE**: All contracts shall be governed by the laws of Wilson County, TN and venue shall be in Wilson County, Tennessee.
- 10.2 **EXPENSES**: Neither the CITY nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this RFP. All expenses in the preparation of this RFP are the sole responsibility of the Proposer. All Submittals should be prepared to provide a straightforward and concise description of the respondents' qualifications and ability to meet the requirements of the RFP.
- 10.3 **INTERPRETATIONS**: All Proposers shall carefully examine the Proposal Documents. Any ambiguities or inconsistencies shall be brought to the attention of the City in writing prior to the opening of Proposals; failure to do so on the part of the Proposer will constitute an acceptance by the Proposer of any subsequent decision by the City. Any questions concerning the intent, meaning and interpretations of the Proposal Documents shall be requested in writing, and received by the City at least ten (10) days prior to the Proposal Opening. Inquiries shall be addressed to the Finance Manager. No person is authorized to give oral interpretations of, or make oral changes to the Proposal. Therefore, oral statements given before the proposal opening will not be binding. Any interpretation of, or changes to the proposal will be made in the form of a written Addendum to the proposal and will be furnished to all Proposers. Receipt of all addenda shall be acknowledged by the Proposers in the appropriate place on the Proposal Form.
- 10.4 **ASSIGNMENT**: Any Purchase Order or Contract issued pursuant to this Request For Proposal and the monies which may become due hereunder are not assignable, in whole or part.
- 10.5 **ANNUAL APPROPRIATION**: Any Contract issued is conditional upon the City appropriating funding to implement the Contract.
- 10.6 **EMPLOYEES**: Employees of the Contractor shall at all times be under its sole direction and not be an employee or agent of the City. The Contractor shall supply competent employees. The City may require the Contractor to remove an employee or subcontractor it deems careless, incompetent, insubordinate or otherwise objectionable without any cost to the City or without any increase in Contract Price. Contractor shall be responsible to the City for the acts and omissions of all employees working under its directions whether or not the actions taken go beyond the normal scope of employment.
- 10.7 **ADDITIONAL TERMS AND CONDITIONS**: No additional terms and conditions included with the proposal response shall be evaluated or considered, have no force or effect, and are inapplicable to this proposal unless agreed to in writing by the City. It is understood and agreed that the conditions in these Proposal Documents are the only conditions applicable to this proposal and the Proposer's authorized signature on the Proposal Form attests to this.
- 10.8 **DELETION/OVERSIGHT/MISSTATEMENT**: Any deletion, oversight, or misstatement of the Specifications shall not release the Proposer from the responsibility of

supplying complete and operational units, together with all appurtenances necessary for unrestricted operation as determined by the City in its sole discretion.

- 10.9 **WITHDRAWAL OF AN OFFER**: An Offer shall be irrevocable unless the Offer is withdrawn as provided herein. A Proposal may be withdrawn only by written communication delivered to the Finance Office prior to the Solicitation Closing Date & Time. The proposer must present certification to assure that they are indeed an authorized representative of the Proposer's firm at the time such communication to withdraw the Proposal is presented. A representative will verify this information prior to return of Proposer's proposal. An Offer may also be withdrawn after one hundred and eighty (180) calendar days after the Solicitation Closing Date & Time, if it is withdrawn prior to the recommendation for award, by submitting a letter to the Finance Office at the address identified in this Solicitation. The withdrawal letter must be on company letterhead and signed by an authorized agent of the Proposer.