



EAST WINDSOR POLICE DEPARTMENT

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Digital In-Car Video System

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The following pages contain Standard Instructions to bidders and the bid specifications for Digital In-car Video System for the Town of East Windsor's Police Department.

**Bid
Specification**

Terms and Conditions

Request for Proposal Digital In-car Video System

INTRODUCTION

The purpose of this Request for Proposal (RFP) is to establish an agreement for the procurement, installation, and support of a Digital In-Car Video Solution. The Town of East Windsor is setting out to achieve the following project objectives through the implementation of a Digital In-Car Video solution:

- Enhancing officer safety
- Improving agency accountability
- Reducing agency liability
- Simplifying incident review
- Enhancing new recruit and in-service training (post-incident video review)
- Improving Community relations and Media perceptions
- Strengthening police leadership
- Advancing criminal prosecution and case resolution
- Enhancing officer performance and professionalism
- Increasing homeland security
- Upgrading technology policies and procedures

The Town of East Windsor is looking for a solution that will meet the needs of the department requirements. In order to select the best qualified technology contractor(s), the Town of East Windsor seeks detailed information about the Bidder's proposed solutions, technical qualifications, capabilities, historical experience, warranty and ongoing support, and business strategy.

BUSINESS OBJECTIVES

The principal business objectives being pursued through the acquisition and implementation of the Digital In-Car Video Solution are:

- To provide a robust system to record, categorize, organize and store video images in a methodical and logical system
- Enable officers to view images in a timely fashion
- To protect the integrity of the image
- Enable the storage and retrieval of images for investigative, administrative, or court purposes
- Minimize the cost of image storage and management
- Organize all images in a centralized on-site database for quick retrieval

BACKGROUND

The Town of East Windsor is seeking a Digital In-Car Video Solution. In-car video capturing has been widely accepted by members of the law enforcement community, and is a tried true means of reducing liability while enhancing professionalism. With the advancement of digital video technology, the capability of digital storage and the recent advances in wireless uploading, the Town of East Windsor wishes to acquire a complete turnkey digital solution.

SCOPE OF WORK

The scope of work as described in this document is to establish a Digital In-Car Video Solution capable of initially supporting a department-wide deployment. This solution must be capable of logging and archiving video images; provide search capabilities, access control and image authentication. The proposed solution must include tools for central management of user accounts, security, privacy of all information and files, and access levels and system administration functions.

The Video Management System must be capable of managing and storing future digital video such as building surveillance digital video and interview room digital video.

The Town of East Windsor is seeking a Bidder that will provide and install either a “commercial off the shelf” system or a customized solution that meets the requirements stated in this RFP, professional services for product implementation, warranty, user training, maintenance and support, and compliance with all conditions outlined in this RFP.

It is the intent of the Town of East Windsor to purchase (and the installation of) four (4) digital in-car video units. The solution must also include, as an option, a wireless infrastructure for wireless uploading of the video data from the cars, and as an option, the back-end server and storage hardware along with the increase in maintenance cost if these options are purchased.

TIMELINE

The Town of East Windsor has established 12/01/2015 as a deadline date for implementing the full deployment of the new Digital In-Car Video Solution.

GENERAL INFORMATION

The Town of East Windsor seeks a technology contractor(s) that can demonstrate the following:

- A proven product/solution with a verifiable standard of proof
- Expertise in Digital In-Car Video Solutions in a policing environment
- The financial strength to instill confidence in the corporation's future
- Commitment to industry standards
- Provision of a cost-effective solution that meets Town of East Windsor's goals and requirements

- A willingness of the Bidder to work under contract with the Town of East Windsor. A team comprised of members from Information Technology, Police employees, Police Commissioners, and the Town of East Windsor's Chief Executive Officer, will evaluate all responses. The process of evaluation will be by assessment of how well the technology partner(s) completely and effectively respond to the requirements.

The Town of East Windsor reserves the right:

- To request any additional information that it deems necessary to evaluate the responses without needing to request this information from all submitted bidder's proposals
- To request short listed Bidders to present and demonstrate the solution
- To conduct reference checks

EQUIPMENT PROCUREMENT

The equipment being sought under this RFP includes the following:

Item Description Quantity

1. Four (4) Digital Mobile Audio Video System: Quantity to support police cars (two camera system – front view, rear seat, crash battery system) *(with a possibility of purchasing 2-3 more units depending on funding)*

2. Six (6) Wireless Transmitter (microphone) Units - One transmitter per car and 2 spares.

3. Video Management Software:

- In-Car Solution software licenses (clients)
- Back-end software license

4. One (1) Option for; Back-end Server and Storage Components and Software:

- Server (provide option price for server)
- Software Maintenance Requirements
- Uninterrupted Power Supply (UPS)
- Storage solution
- Cold storage/back-up and archiving (DVD jukebox)
- Other required software
- Other required hardware or peripherals

5. One (1) Wireless Infrastructure Solution:

- Antennas
- Access Point(s)
- Other components as needed

MAINTENANCE

The Bidder is expected to provide the Town of East Windsor with a one (1) year warranty on all components (front end and back end) of the Digital In-Car Video Solution. The bidder will also provide a two (2), three (3), and five (5) year break-fix maintenance/service agreement option listing corresponding costs. Software support and updates are to be included in all maintenance terms.

IN-CAR DIGITAL VIDEO RECORDING SYSTEM SPECIFICATIONS

1.0.0 In-Car Digital Video Recording System Specifications

1.1.0 System Description

1.1.1 The in-car digital video system shall consist of a digital video recorder, windshield mounted miniature color camera with zoom capability, color LCD monitor with audio, a bi-directional digital spread spectrum wireless microphone system, and a microphone mounted within the law enforcement vehicle. It shall be capable of providing a clear audio and video record of traffic stops, pursuits, sobriety tests, etc.

1.1.2 The digital video recorder (DVR) shall have no moving parts, and shall use solid state media that can withstand the rigors of police vehicle use with maximum reliability.

All operator controls shall be mounted on the front panel. The DVR shall allow the simultaneous recording of two video sources, and three audio sources plus multiple sources of metadata. The DVR shall be capable of operating within the range of interior temperatures found within a law enforcement vehicle without the need for supplemental heating or cooling. Systems utilizing traditional hard drives or DVD media will not be considered.

1.1.3 The windshield mounted miniature color camera shall provide for maximum nighttime performance. It shall be fitted with an automatic zoom lens. The camera shall be extremely compact so as not to obstruct driver's view through the windshield.

1.1.4 A compact color LCD monitor console shall be provided with a minimum screen size of 3.5 inches. The monitor console shall include a built-in speaker, and shall have backlit operational controls which mimic those on the DVR so it can be secured in remote locations.

1.1.5 The officer-worn wireless microphone must be capable of being automatically activated whenever the DVR is triggered into the RECORD mode, and deactivated whenever the DVR is put into the STOP mode. The automatic wireless microphone system shall use a rechargeable battery, and shall be capable of being recharged within the vehicle with a separate charger located at the post or police department.

1.1.6 The DVR shall include an in-car microphone that can be mounted anywhere within the vehicle. The DVR shall provide a third audio channel for recording conversations picked up by this microphone.

1.1.7 The DVR shall include an easily accessible USB port to accommodate the programming of unique user information through the use of a USB key.

1.1.8 The in-car digital video system shall include all cables and hardware required for installation.

1.1.9 The in-car digital video system shall offer, as an option, a light on the front of the vehicle indicating when the system is in the record mode.

1.2.0 Digital Video Recorder – DVR

1.2.1 The DVR shall be designed for mobile applications. It shall mount in standard equipment consoles or glove boxes found in most law enforcement vehicles. It can also be mounted in any remote location of the vehicle (i.e., trunk, etc.). For absolute reliability, it shall have no moving parts and shall record on to solid state media.

1.2.2 System shall not require use of an overhead (one-piece) console with integrated LCD monitor and controls.

1.2.3 System shall not require removal of the OEM factory radio or be mounted in the OEM factory radio location.

1.2.4 System shall not require removal of the OEM approved rearview mirror.

1.2.5 System shall not use an in-car hard drive or laptop grade hard drive.

1.2.6 System shall not record to DVD media in the vehicle.

1.2.7 The DVR shall include a programmable pre-event recording mode allowing it to capture images up to 60 seconds prior to the activation of the RECORD mode.

1.2.8 The DVR shall utilize a video system that has been optimized for law enforcement applications.

1.2.9 The video used shall provide good quality real-time video images under both daylight and nighttime conditions whether the vehicle is stationary or moving.

1.2.10 Video must be signed using PKI encryption.

1.2.11 The DVR shall include an internal GPS receiver to provide vehicle position, course, and speed information. The GPS receiver shall also be used to set the internal DVR clock to the proper time and date so that all vehicles display and record proper time.

1.2.12 Digital video files shall be transferred from the DVR by any of the following methods:

- a. Removal of the compact flash card
- b. Through the DVR's Ethernet connection
- c. Automatically via the DVR's internal 802.11 wireless LAN card.

1.2.13 The front panel of the DVR shall have backlit controls for:

RECORD, STOP, PLAY/PAUSE, FAST FORWARD, FAST REVERSE and TRACE.

1.2.14 The front panel of the DVR shall have lighted indicators for:

POWER ON, RECORD and PLAY.

1.2.15 A USB port shall be provided on the DVR front panel to accommodate the transfer of user information from a data key.

1.2.16 The DVR shall be provided with a solid state storage with expansion capability to include larger size storage in the future.

1.2.17 The solid state storage shall be easily removable to accommodate file transfer when wireless transfer is not the preferred method of delivering files to the file server.

1.2.18 A locked door shall be provided on the front panel of the DVR to secure the solid state media as well as the MENU select button and power control switch. The DVR RECORD function shall be disabled whenever this front door is open.

1.2.19 The power control switch shall allow the DVR to automatically power on thirty seconds after the vehicle's ignition is switched on.

1.2.21 The DVR shall automatically power down after the vehicle's ignition is turned off provided the DVR is not in RECORD, and it is not in the process of downloading files through its built-in wireless link.

1.2.22 Manual activation of the DVR into the RECORD mode shall be attainable by means of a backlit push button on the face of the DVR.

1.2.23 Automatic activation of the DVR into the RECORD mode shall be accomplished by any and all of the following user programmable methods:

1. Activation of the vehicle's emergency lights.
2. Activation of the vehicle's siren.
3. Activation of any auxiliary input.
4. Activation of either 1 or 2 (2 is an option) wireless microphones.
5. Exceeding of a predetermined GPS speed threshold.

1.2.24 The DVR shall provide a means to tag an incident at the time it is recorded with a priority designation. There shall be at least five priority levels available, and they shall be able to be defined/assigned by the agency upon system set-up.

1.2.25 Activation of the DVR's STOP mode shall be accomplished only by pressing the backlit STOP

button on the face of the DVR.

1.2.26 When the DVR's backlit PLAY button is pressed, a list of all prior recordings shall appear on the LCD monitor screen. The user may select any recording to view using function keys on the face of the DVR.

1.2.27 It shall be impossible to edit or delete recordings from within the vehicle.

1.2.28 The DVR shall be capable of recording the agency's choice of the following data and/or on screen display:

- a. Position – longitude and latitude
- b. Speed
- c. Officer name – always displayed
- d. Date & Time
- e. Siren
- f. Lights
- g. Brake
- h. Mic 1, Mic 2, Mic 3
- i. Auxiliary 1
- j. Auxiliary 2 / Collision Sensor
- k. RECORD trigger reason
- l. Vehicle Speed Sensor (VSS)
- m. Voltage, measured in DVR
- n. Temperature, measured at DVR processing IC.
- o. Auxiliary interface (RADAR)
- p. Recording time remaining/storage available –always displayed

1.2.29 When in the STOP mode, the system's LCD monitor shall display the remaining storage capacity in MB. When in the RECORD mode, the system's LCD monitor shall display the remaining storage capacity in an HH:MM format. An audible beep shall warn the operator once each minute when there is thirty minutes, or less, time remaining.

1.2.30 The DVR shall be housed in a secured case that provides for maximum strength, and to provide full RFI/EMI shielding and immunity. Front and rear panels are preferred.

1.2.31 The rear panel of the DVR shall have connectors for:

- a. Camera 1
- b. Camera 2
- c. Wireless microphone 1
- d. Wireless microphone 2
- e. Backseat microphone input
- f. Remote input
- g. GPS antenna
- h. Wireless LAN antenna
- i. Ethernet
- j. Power/lights/siren/auxiliary 1/auxiliary 2/brake - inputs
- k. Radar

1.2.32 The DVR shall operate on 9 VDC to 18 VDC maximum current shall not exceed 1.5 amperes.

1.2.33 The DVR shall be manufactured in a factory that is ISO-9000 certified.

1.2.34 The DVR shall be FCC Part 15 accepted.

1.2.35 The DVR will provide a minimum resolution of 720x480.

1.2.36 In-vehicle systems utilizing a Windows Operating System will not be considered unless Windows is embedded.

1.3.0 Compact Low-Light CCD Color Camera

1.3.1 The compact low-light CCD color camera shall use a quality image sensor to provide high quality nighttime images while minimizing blooming and glaring from bright sources of light.

1.3.2 The compact low-light CCD color camera shall have a normal low-light sensitivity of 0.5 lux and use frame accumulation.

1.3.3 Frame accumulation shall be user selectable via a pushbutton on the rear of the camera housing allowing the user to choose four progressively higher ranges of sensitivity.

1.3.4 An auto-zoom optical feature shall be provided to allow the camera to zoom in to a factor of 8X or more, pause, and then return to its widest angle position by pressing and releasing a single push button.

1.3.5 The low-light CCD color camera shall provide these controls on the back of the camera:

- a. Zoom-in
- b. Zoom-out
- c. Focus
- d. Back Light
- e. low-light frame accumulation

Systems where these controls are not located on the back of the low-light camera will not be considered.

1.3.6 All of the camera's user controls shall be backlit and mounted on the rear panel for easy single-handed operation. A switch shall be provided to turn off the back light feature for covert operation.

1.3.7 The compact low-light color CCD camera shall include a minimum 12X optical zoom lens enhanced by 12X of digital zoom, and shall provide a total 144X zoom capability.

1.3.8 The compact low-light color CCD camera shall be fitted with an auto-iris, auto-focus lens. Automatic white balance shall also be provided.

1.3.9 The compact low-light color CCD camera shall be able to be mounted in the vehicle with limited

obstructed view.

1.3.10 The compact low-light color CCD camera shall operate on 12 volts DC provided by its own power supply within the DVR.

1.3.11 The compact low-light color CCD camera shall mount to the vehicle windshield via an easy-to-remove (without tools) mount containing two joints that allow for 360 degrees of rotation. This shall permit the camera to aim through the windshield, left or right side windows, or on the back seat area. It shall be mounted in the neutral area between the dual airbag deployment zones.

1.3.12 The compact low-light color CCD camera shall be manufactured in a factory that is ISO-9000 certified.

1.4.0 Compact Color LCD Monitor

1.4.1 A compact color LCD monitor shall use a full color, LCD Active Matrix (TFT) screen or Touch Screen.

1.4.2 The compact color LCD monitor shall have full audio capability, and shall include an internal speaker.

1.4.3 The compact color LCD monitor shall provide backlit operational controls mimicking those on the DVR so it can be secured in remote locations. The universal monitor console controls shall include:

- a. Brightness
- b. Volume
- c. Record
- d. Play/Pause
- e. Stop
- f. Rewind
- g. Forward Search
- h. Reverse Search
- i. AUTO button/indicator – allows the user to set the LCD display to Auto mode which disables the display when the system in standby
- j. TRACE - used to mark a position in a recording for later instant retrieval
- k. Menu – to access programming options

1.4.4 For covert operation, it shall be possible to operate the DVR in RECORD mode with the monitor console LCD turned off.

1.4.5 The compact color LCD monitor shall be provided.

1.4.6 The compact color LCD monitor shall operate on a dedicated power supply within the DVR.

1.4.7 The compact color LCD monitor shall be provided with an adjustable mounting bracket that will allow it to be mounted in a variety of locations within the law enforcement vehicle.

1.4.8 The compact color LCD monitor/control panel shall include an AUTO Mode Screen Control.

This control will allow the monitor to automatically turn on when the DVR RECORD or PLAYBACK mode is activated, and automatically turn off when the DVR STOP mode is activated.

1.4.9 The LCD monitor/control panel shall display the approximate amount of storage remaining on the compact flash in an HH:MM format. An audible beep shall warn the operator once each minute when there is thirty minutes, or less, time remaining.

1.4.10 The compact color LCD monitor shall be manufactured in an ISO9000 certified facility.

1.5.0 2.4GHz Digital Wireless Microphone

1.5.1 The 2.4GHz wireless microphone shall utilize bidirectional digital spread spectrum communications between itself and its associated transceiver, hereafter referred to as base unit, in order to send clear audio from the user back to the DVR.

1.5.2 The 2.4GHz wireless microphone shall allow the operator to remotely activate the DVR's RECORD mode by pressing a button on the wireless microphone transmitter.

1.5.3 The DVR shall automatically activate the 2.4GHz wireless microphone's transmit mode whenever the DVR is placed into the RECORD mode by any method of activation.

1.5.4 Once the wireless microphone transmitter is activated, it shall only be deactivated by stopping the RECORD function manually via the STOP button on the DVR.

1.5.5 When inserted into the charging receptacle of its base unit, the wireless microphone transmitter shall synchronize with its base through the exchange of any one of more than sixteen million, randomly selectable, digital spreading codes. Any other wireless microphone transmitter that may have been previously synchronized with that base shall become unsynchronized.

1.5.6 The wireless microphone system must allow for any 2 wireless microphones to be synced to a single vehicle via the method described in 1.5.5.

1.5.7 Any 2.4GHz wireless microphone transmitter shall operate exclusively with any vehicle with which it is synchronized.

1.5.8 Each 2.4GHz wireless microphone shall automatically detect other systems, or RF (radio frequency) noise, on the same frequency and change to a clear channel, as required, so that multiple vehicles can operate in very close proximity without cross talk or serious degradation of audio performance.

1.5.9 The wireless microphone transmitter shall be supplied with two lavalier microphones; one with a 40-inch cable to allow the transmitter to be worn on an officer's duty belt, and one with a 9-inch cable to allow the transmitter to be worn in a shirt pocket.

1.5.10 The wireless microphone must include an "Emergency" button. This feature may allow the wireless microphone to sync with the vehicle's Communications System to allow the officer to signal an emergency when the officer is away from the vehicle. Activating the emergency button will also

initiate recording from the DVR

1.5.11 The wireless microphone transmitter shall utilize an internal antenna. It shall not be permitted to rely on the lavalier microphone cable as an antenna. Systems utilizing Diversity based antennas will not be acceptable.

1.5.12 The wireless microphone transmitter shall have an internal microphone to allow audio pick-up in the event that the lavalier microphone becomes damaged or is disconnected.

1.5.13 The wireless microphone shall utilize an integrated, removable, stainless steel belt-style clip.

1.5.14 The wireless microphone must utilize an internal vibrating mechanism to notify the officer of the microphones status. Systems utilizing an audible notification system will not be acceptable.

1.5.15 The in-car base unit shall function as a transceiver to communicate with the 2.4GHz wireless transmitter, and as a charger to charge the lithium-ion battery within the wireless transmitter. A tri-color LED shall be provided on this base unit to indicate the progress of the charging process. A second LED shall be provided to verify synchronization between the base unit and the wireless transmitter each time the transmitter is inserted into the base unit, and to confirm that communication is established whenever the transmitter is activated.

1.5.16 One separate desk charger shall also be provided for each wireless microphone supplied to allow charging away from the vehicle.

1.5.17 The 2.4GHz wireless transmitter shall include a lithium ion polymer battery that shall provide up to 10 hours of continuous transmit time, and 20 days of standby time. It shall be able to fully recharge within 90 minutes. Wireless microphones using non-polymer lithium ion batteries will not be considered.

1.5.18 The RF power output of both the base unit and the wireless transmitter shall automatically adjust to maintain reliable communications. This will assure that communication is always accomplished at the minimum necessary power levels to extend battery life while minimizing unnecessary RF radiation.

1.5.19 The wireless microphone transmitter shall provide a 2 LED display that will indicate the following information to the operator:

- a. Link Status / Mute
- b. Error

1.5.20 The wireless microphone shall utilize a vibrate only alert. Systems utilizing an audible beep shall not be acceptable.

1.5.21 The 2.4GHz wireless microphone shall clearly transmit audio and data signals for distances up to 1000 feet.

1.5.22 The 2.4GHz wireless microphone system shall be FCC type accepted, and shall be manufactured in a factory that is ISO-9000 certified.

1.6.0 Optional Configurations for the DVR

1.6.1 Live Feed Option if Available

This option would be if a supervisor wanted to go live to an officer's car to obtain information from a major scene. This option would allow dispatchers to go live to an officer's vehicle in case of emergency and loss of contact.

1.6.2 We understand this option may not yet be available on any units, but would like the anticipated cost to add it on existing units in the future if it becomes available.

1.7.0 Miscellaneous

1.7.1 The in-car digital video recording system shall be provided with all necessary cables, fuse holders and mounting brackets.

1.7.2 Each in-car digital video recording system shall be supplied with a comprehensive Installation/Programming/Operations manual.

1.7.3 Server must be able to automatically and wirelessly send software updates to vehicles/DVRs without human intervention. Systems unable to do this will not be considered.

1.8.0 Warranty

1.8.1 Each in-car digital video recording system shall be warranted by the factory to be free of defects in material and workmanship for a minimum of one year from the date of delivery. Service, if required, shall be provided by any of the manufacturer's factory service centers. During the one-year warranty period, the successful vendor shall pay round trip shipping costs at the UPS Ground rate.

1.8.2 Extended Maintenance Agreements shall be offered to extend coverage for hardware and software after the one year warranty expires.

1.9.0 Optional Equipment

The following options are required to be available:

1.9.1 Infrared Rear Seat Camera: An infrared rear seat camera shall be available for recording rear seat activity, even in total darkness. The camera shall have a fixed lens, include built-in audio and shall be automatically detected by the DVR to record simultaneously with the forward view. The rear seat camera shall also be equipped with IR LEDs and a CDS sensor to provide a color image in daylight, and an infrared enhanced black & white image at night.

1.9.2 Radar Interface Capability: An optional radar interface shall be available to integrate directly

with all major radar manufacturers' products. Collected information shall include speed of the target, the "locked" target speed and the patrol vehicle speed. All information shall be displayed at the lower left of the monitor screen, and recorded as part of the evidentiary record.

1.9.3 Vehicle Impact Sensor with Battery Backup: The vehicle impact sensor shall acknowledge significant vehicle impact and shall activate the RECORD mode on the DVR to capture the incident through the pre-event record function. In the case of a vehicle battery failure, the module shall also provide auxiliary power to the DVR for up to 10 minutes to maintain recording capability.

DIGITAL EVIDENCE MANAGEMENT SOLUTION SPECIFICATIONS

2.1.0 Digital Evidence Management Solution Specifications

2.1.0 System Description

2.1.1 The digital evidence management solution shall consist of all required server and application software, an output system, and optional server and storage hardware. It shall be capable of automatically or manually ingesting video from the mobile systems, and managing access and distribution through the agency LAN.

2.1.2 The digital evidence management solution shall be capable of automatically receiving and ingesting all data from the vehicle, and shall transfer the data rapidly utilizing layered secure transfer methods.

2.1.3 Using digital evidence management application software, the system shall be capable of organizing and managing files based on evidence state and priority, and managing their lifecycle accordingly. All user interactions shall be web based and require no special skills to use. The application software shall facilitate video utilization through simple key data search, evidence tagging of video, case file creation, distribution, outputting of videos, etc.

2.1.4 The digital evidence management solution shall maintain video evidence integrity and security in all operations. Video evidence must be secure and stored redundantly using dual media architecture with at least one media being a write once media such as DVD. Original video files shall be immutable (they are never changed) and maintained securely. The system shall track video throughout its lifetime. All activity shall be logged (viewing, outputting, commenting, etc.), and the system shall output a simple Chain of Custody report documenting the files history.

2.2.0 Video Ingestion and Uploading

2.2.1 The digital evidence management solution shall support the automatic uploading of video and all required data utilizing wireless 802.11.

2.2.2 The Digital evidence management solution shall transfer all the requisite data including video, audio and incident priority designations.

2.2.3 The wireless transfer of the data shall be automatic, and should not require manual intervention.

It shall commence as the car enters a designated access zone (hot spot) and automatically transfer, confirm receipt of, and clear the DVR's memory appropriately.

2.2.4 The digital evidence management solution shall support a manual backup to the wireless transfer that includes the physical transfer of the data from solid-state media and wired internet.

2.3.0 System Access

2.3.1 The digital evidence management solution shall utilize standard LAN connected agency PCs as clients, and shall not require any special client software licensing.

2.3.2 The digital evidence management solution shall support hierarchical access privileges that are definable by the agency. Active Directory Integration is required.

2.3.3 The digital evidence management solution shall support the creation of special class of users that are intended to function as display only (either video or case) accounts for simple, secure, controlled and limited viewing by non-standard users. These shall be intended for prosecutors and court usage.

2.3.4 The digital evidence management solution shall support the ability for remote prosecutor/court access provided sufficient bandwidth and a common LAN is utilized.

2.4.0 System Video Storage Management

2.4.1 The digital evidence management solution shall utilize a dual-tiered architecture that shall insure all user interactions are through the agency LAN so that no video can be compromised or lost.

2.4.2 All activity shall be tracked and logged. A Chain of Custody document (not a computer log file) containing the agency logo and an easy-to-follow categorized history of activity shall be automatically generated. This document shall be outputted as an unalterable PDF file.

2.4.3 The digital evidence management solution architecture shall utilize both on-line storage (for instant access) and DVD media for redundancy, security, long-term archiving and disaster recovery.

2.4.4 The archiving/DVD backup process shall be automatic. Disk writing and labeling shall occur without manual intervention. The system shall require only the periodic loading of a stack of DVDs into a robot.

2.4.5 The digital evidence management solution shall support a definable review period (typically 30, 60, 90 days) wherein all video shall be maintained on-line and available for potential evidence review. During this period, the system shall allow for the tagging of video as potential video evidence through a simple post collection web search/retrieval interface.

2.4.6 The digital evidence management solution shall also support the automated tagging of potential evidence at the time the incident is recorded through the processing of a priority designation assigned in the vehicle at the time of the incident. This automated incident management shall at least support five priority levels, each with definable assignments and processing rules.

2.4.7 All video files shall be searchable and trackable even if not designated as evidence. The recorded data shall remain on the server after the video has been purged thus providing an easily searchable database of the archived files and facilitating their restoration and utilization.

2.4.8 All archived video shall be capable of being reloaded back into the system through a simple automated process. The system shall automatically identify the appropriate archived DVD, and shall notify the administrator for video restoration.

2.5.0 User Interactions & Capabilities

2.5.1 The digital evidence management solution user interface shall prominently display the agency's identification logo.

2.5.2 All user interactions shall be through a simple web-based interface and shall utilize the agency's LAN connected PCs. The application shall require no special skills other than basic web-like navigation.

2.5.3 The digital evidence management solution shall provide simple key data based search capabilities for easy location of video files. Data shall include: officer's name, vehicle Identifier, date/time, priority level, GPS location and video state.

2.5.4 The digital evidence management solution shall allow for the simple display of search results, and shall include easily understood icons, relevant text and a thumbnail image from the video. For easy data access, the results shall be sorted on any designated data column.

2.5.5 The digital evidence management solution shall display the video data, and shall allow for the simple viewing of video utilizing standard multimedia type controls through the web interface. System must be able to stream video across agency's network for viewing purposes. Systems requiring video to be downloaded from the server onto the PC for viewing will not be considered.

2.5.6 The digital evidence management solution shall be capable of capturing digital stills from within a video file.

2.5.7 The digital evidence management solution shall utilize a simple click designation to tag videos as having potential evidence value. This extends the on-line lifetime of the video.

2.5.8 The digital evidence management solution shall be capable of the simple creation of virtual case folders. These case folders shall contain extended case related, key data fields such as: case #, citation #, suspect's name, race, gender, etc. Agency definable notation boxes for standard case information such as: DUI, domestic, accident, minor, etc. may also be added.

2.5.9 The digital evidence management solution shall provide simple key data-based search capabilities for easy location of case files. This data shall include extended case key data such as: case #, citation #, officer's name, suspect's name, date/time, etc.

2.5.10 The digital evidence management solution shall facilitate the use of video for investigations and

court. The system shall be capable of simply adding multiple video files to the case folder as well as digital stills, digital documents, and any other digital files. This case folder shall be tracked as a complete unit and controlled and outputted as such.

2.6.0 Administrator Interactions & Capabilities

2.6.1 The digital evidence management solution's administrative interface shall prominently display the agency's identification logo.

2.6.2 The digital evidence management solution administrator shall have full user capabilities to search and utilize video files.

2.6.3 The digital evidence management solution administrator shall have the ability to set up users as well as assign and remove access privileges and capabilities.

2.6.4 The administrator shall have the ability to add cars to the system.

2.6.5 The administrator shall have the ability to define the case notations that appear when a user creates a case file.

2.6.6 The digital evidence management solution administrator shall have the ability to assign identifiers and operating rules to the in-car designated incident classification priority levels.

2.6.7 The digital evidence management solution administrator shall be designated as the single physical output point (for security and evidence control).

2.6.8 The digital evidence management solution shall manage the administrator's operational duties such as output to DVD and video restoration from archive so as to facilitate and simplify the administrator duties. This shall include the automatic labeling of DVDs for output and the identification of archived DVD number for restoration.

2.7.0 Other Media Management

2.7.1 The digital evidence management solution shall support the uploading and management of other digital media files including: digital stills from digital cameras, digital documents, graphics, digital audio recordings, etc.

2.8.0 File Output

2.8.1 The digital evidence management solution shall allow for output requests to be processed through LAN connected PCs. However, the physical output shall be capable of being constrained to a single station for security and evidence control.

2.8.2 The digital evidence management solution shall support the exporting of an event in the original format. Exported files can then be transferred to DVDs or other media for records exchange. The

labeling of the DVD shall be automatic, and contain all relevant identifying numbers.

2.8.3 The evidence outputted DVDs shall include all necessary elements to perform an evidence validity check on the disk. Outputted DVDs may also contain other relevant digital files and the Chain of Custody document.

2.9.0 Hardware Architecture

2.9.1 The digital evidence management solution shall use industry accepted and supportable components and subsystems.

2.9.2 The digital evidence management solution shall be expandable.

2.9.3 The digital evidence management solution shall be capable of being remotely accessed and supported by the manufacturer's personnel.

SUMMARY OF CHARGES

Bidders are required to consolidate and restate all proposed charges and fees as identified in their responses to individual solution requirements. These costs are to be stated in an attached quotation provided by the vendor.

Contact Information:

If you have any questions, please contact Deputy Chief Roger Hart at the East Windsor Police Department at (860) 292-8240, ext. (100).

Department Address:

East Windsor Police Department
25 School Street
East Windsor, CT 06088

***Tax Exemptions:** The Town of East Windsor is exempt from Federal Excise taxes and Connecticut Sales and Use taxes. Contractors shall avail themselves of these exemptions.*

END OF BID SPECIFICATIONS

STANDARD INSTRUCTIONS TO BIDDERS

1. INTRODUCTION

The Town of East Windsor is soliciting bids for the above-named Project. If there are any conflicts between the instructions in these standards to bidders, and any other bidding document(s), these Standard Instructions to bidders shall prevail.

2. KEY EVENT DATE

Advertisement of invitation to bid: July 29, 2015

Public bid opening: August 21, 2015, 25 School Street, East Windsor, CT @ 2:00 p.m.

Bid awarded: August 24, 2015

3. OBTAINING BID DOCUMENTS

Specifications and bidding documents may be obtained from the Office of the Chief of Police, East Windsor, CT 06088, telephone 860-292-8240 ext. 100.

4. BID SUBMISSION INSTRUCTIONS

1. One (1) original and two (2) copies of all bids must be submitted in a sealed envelope clearly marked fleet maintenance. If forwarded by mail or courier, the sealed envelope must be addressed to Office of the Chief of Police, 25 School Street, East Windsor, CT 06088. Bids must be received by the Office of the Chief of Police 4 hours prior to the time of the "Public Bid Opening Day" notice in section 2, titled Key Event Dates. Postmarks are not acceptable waivers of this policy. Corrections and/or modifications received after the first bid is publicly opened will **not** be accepted.
2. Ditto marks or words such as "same" on the bid form are not considered writing and must not be used. All information must be submitted in ink or typewritten. Mistakes may be crossed out and corrections inserted. Corrections must be initialized by the person signing the bid.
3. Bids are considered valid for ninety (90) days after bids are opened. Bidders may not withdraw, cancel and/or modify their bid for a period of ninety (90) days after bids are opened.

4. Bids must be signed by the authorized person representing the legal entity of the bidder.
5. The inability to meet any specified requirements must be stated in writing and attached to the bid form or written on the bid form.

5. INTERPRETATION OF ACCEPTABLE WORK

The specifications, bidding and contract documents are to be interpreted as meaning those acceptable to the Town of East Windsor. Any substantive changes or interpretations will be issued by the town in writing as an addendum.

6. TAX EXEMPTIONS

The Town of East Windsor is exempt from federal excise taxes and Connecticut's sales-tax and use taxes. Bidders shall avail themselves of these exceptions.

7. INSURANCE

The bidder awarded this bid must provide a current certificate of insurance to the Office of the Chief of Police prior to the commencement of work with the following requirements;

- A. liability limits for bodily injury and personal injury \$1,000,000 per occurrence.
- B. liability limits for property damage including that caused by motor vehicle \$1,000,000 per occurrence.
- C. contractual liability \$1,000,000 per occurrence.
- D. owner's protective liability and property damage.
- E. Workers' compensation as required by Connecticut state statute.
- F. The Town of East Windsor is to appear as an additional insured on all certificate of insurance.
- G. All insurance is to be provided by a company authorized to issue such insurance in the State of Connecticut.
- H. Insurance may not be canceled or modified without sixty (60) days written notice by registered US mail to Office of the Chief of Police, Town of East Windsor, 25 School St., East Windsor, Connecticut 06088.

I. ~~The insurance company rating should be no less than A-VII by A. M. Best~~

- J. Contractor shall not commence work under this contract until he has obtained all insurance required under this section.
- K. Contractors shall not allow any sub-contractor to commence work until all insurance required of the sub-contractor has been obtained.

8. GUARANTEE

The contractor awarded this bid shall guarantee all labor material and workmanship for a period of one (1) year from the date of substantial completion as determined by the town as a condition of the performance. In addition, any product warranties offered by the manufacturer or distributor in excess of one (1) year shall be given to the Town by the contractor at the time of substantial completion.

9. FAIR EMPLOYMENT PRACTICES

The bidder agrees not to discriminate against any employee or applicant for employment in the performance of this bid work with respect to hire, tenure, terms, condition or privileges of employment due to race, sex, age, religion, national origin, or other condition prescribed by state or federal law.

All bidders must comply with the Town of East Windsor's Affirmative Action Policy. (*Attached: Appendix A*)

All bidders must conform to Connecticut General Statute Section 4a-60 to ensure bidders do not discriminate against protected class person. Therefore, the Town must consider the following factors:

- The bidders success in implementing an affirmative action plan;
- If the bidder does not have a written affirmative action plan, the bidder's promise to develop and implement a successful affirmative action plan;
- The bidder's success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- The bidder's submission of the employment statistics contained in the "Employment Information Form", indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- The bidder's promise to set aside a portion of the contract for legitimate minority business enterprises.

In order to assess the factors above, bidders must complete Section II Bidder's Packet (*Attached: Appendix B*) and submit the completed packet with their respective RFP.

10. LICENSING AND STANDING

Contractor must be in good standing with the State of Connecticut and the Town of East Windsor.

11. AWARDING THE BID

The Town of East Windsor reserves the right to accept or reject any all or any part of bids, to waive formalities or informalities, and to award the bid deemed to be in the best interest of the town.

It is the Town's policy to not award bids to those who owe Town of East Windsor prior year(s) property taxes.

The "Bid Awarded" Date in section 2, titled Key Event Dates is the date the bid is anticipated to be awarded. It is not a date certain.

The lowest bid price is NOT the sole determining factor when awarding this bid.

12. CHANGE OF ADDRESS:

In the event the contractor moves or updates contact information, it is the responsibility of the contractor to advise the East Windsor Police Department of such changes in writing. The East Windsor Police Department will not be held responsible for payments or purchase orders delayed due to the lack of routing caused by the lack of notification on the contractor's part. Change of address or telephone updates must be forwarded to: The East Windsor Police Department, Attention Maria Diana, 25 School Street, East Windsor, CT 06088.

END OF STANDARD INSTRUCTIONS TO BIDDERS



APPENDIX A

TOWN OF EAST WINDSOR

Affirmative Action Policy Statement

As First Selectman of the Town of East Windsor, I recognize the need for Affirmative Action and I pledge my commitment to undertake positive actions to overcome the present effects of past practices or barriers to equal employment opportunity and to achieve the full and fair participation of minorities, women, people with disabilities, older persons, and all other protected groups found to be underutilized in the Town of East Windsor's work force or affected by policies having an adverse impact. In the spirit of Executive Order 11, signed by Governor Ella Grasso November 21, 1975, and Executive Order 9, signed by Governor William A. O'Neill on January 3, 1984, I further state that the Town of East Windsor will comply with the anti-discrimination provisions of the state and federal laws and regulations listed at the end of this section.

I recognize the hiring difficulties experienced by minorities, people with disabilities and by many older persons and, where appropriate, I have set goals to overcome the present effects of past discrimination, if any, to achieve the full and fair utilization of such persons in the work force. I further pledge that the Town of East Windsor will affirmatively provide services and programs in a fair and impartial manner.

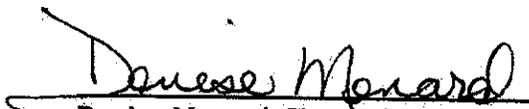
Where adverse impact is identified, the Town of East Windsor will: (1) review its personnel policies and procedures to ensure that barriers, which unnecessarily exclude protected classes and practices, which have an illegal discriminatory impact, are identified and eliminated; (2) explore alternative approaches to employ minorities and members of protected classes; (3) administer all terms, conditions, privileges and benefits of the employment process in an equitable manner; and (4) establish procedures for the extra effort that may be necessary to ensure that the recruitment and hiring of protected group members reflect their availability in the job market.

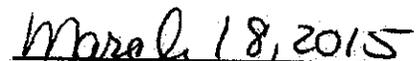
It is the policy of the Town of East Windsor to provide equal employment opportunities without consideration of race, color, religion, age, sex, marital status, national origin, genetic information, past/present history of mental disability, ancestry, mental retardation, learning or physical disabilities including but, not limited to blindness, sexual orientation, political belief or criminal record, unless the provisions of Section 46a-60(b), 46a-80(b) and 46a-81(b) of the Connecticut General Statutes are controlling or there is a bonafide occupational qualification excluding persons in one of the above protected groups. This policy applies to all aspects of the employer/employee relationship including, but not limited to, recruitment, hiring, referrals, classifying, advertising, training, upgrading, promotion, benefits, compensation, discipline, layoff and terminations.

The Town of East Windsor will implement, monitor and enforce this Affirmative Action Policy Statement in conjunction with the applicable federal and state laws, regulations and executive orders listed below: 13th, 14th and 15th Amendments of the United States Constitution, Civil Rights Act of 1866, 1870, 1871, Equal Pay Act of 1963, Title VI and VII of the 1964 United States Civil Rights Act, presidential Executive Orders 11246, amended by 11375, (Nondiscrimination under federal contracts), Act 1 Section 1 and 20 of the Connecticut Constitution, Governor Grasso's Executive Order Number 11, Governor O'Neill Executive Order Number 9, the Connecticut Fair Employment Practices Law (46a-63-64). Discrimination against Criminal Offenders (46a-80). Connecticut General Statutes, Connecticut Code of Fair Accommodations Law (46-63-64), definition of Blind (46a-51 (1)), definition of Physically Disabled (46a-51 (15)), definition of Mentally Retarded (46a-51 (13)), cooperation with the Commission of Human Rights and Opportunities (46a-77), Sexual Harassment (46-60-(a) Connecticut Credit Discrimination Law (360436 through 439), Title I of the State and the Local Fiscal Assistance Act of 1972 and the Americans with Disabilities Act of 1992.

This policy statement will be given annually to all Town of East Windsor employees and will also be posted throughout the Town of East Windsor. I also expect each supplier, union, consultant and other entity (s) with which we do business to comply with all applicable State and Federal Equal Opportunity laws and regulations. The Town of East Windsor will not knowingly do business with any entity debarred from participation in any federal or state program or found to be in violation of any state or federal anti-discrimination law.

I have assigned the responsibility to achieve the successful implementation of our goals and objectives to Jennifer R. Browne, Administrative Assistant to the First Selectman, 860-623-8122 or jbrowne@eastwindsorct.com.


Denise Menard, First Selectman


Date

THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR ON AUDIO TAPE FROM THE ADA-504 COORDINATOR BY CALLING 860-623-8122.

APPENDIX B

II.

BIDDER'S PACKET

OFFICE OF POLICY AND MANAGEMENT

**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
CONTRACT COMPLIANCE REGULATIONS
NOTIFICATION TO BIDDERS**

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to "aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials." "Minority business enterprise" is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: "(1) Who are active in daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n." "Minority" groups are defined in Section 32-9n of the Connecticut General Statutes as "(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4) Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . ." An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder's qualifications under the contract compliance requirements:

- (a) the bidder's success in implementing an affirmative action plan;
- (b) the bidder's success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- (c) the bidder's promise to develop and implement a successful affirmative action plan;
- (d) the bidder's submission of employment statistics contained in the "Employment Information Form", indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- (e) the bidder's promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.

This form is **MANDATORY** and must be completed, signed, and returned with the vendor's bid.

ACKNOWLEDGMENT OF CONTRACT COMPLIANCE NOTIFICATION TO BIDDERS

INSTRUCTION: Bidder must sign acknowledgment below, and return this form to the awarding agency with the bid proposal.

The undersigned duly authorized representative of the bidding vendor acknowledges receiving and reading a copy of the **NOTIFICATION TO BIDDERS**. *(Please print name under signature line.)*

Signature

Title

Date

On behalf of:

Vendor Name

Street Address

City

State

Zip

Federal Employee Identification Number
(FEIN/SSN)

This form is **MANDATORY** and must be completed, signed, and returned with the vendor's bid.

COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
CONTRACT COMPLIANCE REGULATIONS
NOTIFICATION TO BIDDERS

(Revised 09/17/07)

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to "aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials." "Minority business enterprise" is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: "(1) Who are active in daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n." "Minority" groups are defined in Section 32-9n of the Connecticut General Statutes as "(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4) Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . ." An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder's qualifications under the contract compliance requirements:

- (f) the bidder's success in implementing an affirmative action plan;
- (g) the bidder's success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- (h) the bidder's promise to develop and implement a successful affirmative action plan;
- (i) the bidder's submission of employment statistics contained in the "Employment Information Form", indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- (j) the bidder's promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.

INSTRUCTIONS AND OTHER INFORMATION

The following BIDDER CONTRACT COMPLIANCE MONITORING REPORT must be completed in full, signed, and submitted with the bid for this contract. The contract awarding agency and the Commission on Human Rights and Opportunities will use the information contained thereon to determine the bidders compliance to Sections 4a-60 and 4a-60a CONN. GEN. STAT., and Sections 46a-68j-23 of the Regulations of Connecticut State Agencies regarding equal employment opportunity, and the bidder's good faith efforts to include minority business enterprises as subcontractors and suppliers for the work of the contract.

) **Definition of Small Contractor**

Section 4a-60g CONN. GEN. STAT. defines a small contractor as a company that has been doing business under the same management and control and has maintained its principal place of business in Connecticut for a one year period immediately prior to its application for certification under this section, had gross revenues not exceeding ten million dollars in the most recently completed fiscal year, and at least fifty-one percent of the ownership of which is held by a person or persons who are active in the daily affairs of the company, and have the power to direct the management and policies of the company, except that nonprofit corporation shall be construed to be a small contractor if such nonprofit corporation meets the requirements of subparagraphs (A) and (B) of subdivision 4a-60g CONN. GEN. STAT.

2) Description of Job Categories (as used in Part IV Bidder Employment Information) (Page 2)

MANAGEMENT: Managers plan, organize, direct, and control the major functions of an organization through subordinates who are at the managerial or supervisory level. They make policy decisions and set objectives for the company or departments. They are not usually directly involved in production or providing services. Examples include top executives, public relations managers, managers of operations specialties (such as financial, human resources, or purchasing managers), and construction and engineering managers.

BUSINESS AND FINANCIAL OPERATIONS: These occupations include managers and professionals who work with the financial aspects of the business. These occupations include accountants and auditors; purchasing agents, management analysts, labor relations specialists, and budget, credit, and financial analysts.

MARKETING AND SALES: Occupations related to the act or process of buying and selling products and/or services such as sales engineer, retail sales workers and sales representatives including wholesale.

LEGAL OCCUPATIONS: In-House Counsel who is charged with providing legal advice and services in regards to legal issues that may arise during the course of standard business practices. This category also includes assistive legal occupations such as paralegals, legal assistants.

COMPUTER SPECIALISTS: Professionals responsible for the computer operations within a company are grouped in this category. Examples of job titles in this category include computer programmers, software engineers, database administrators, computer scientists, systems analysts, and computer support specialists

ARCHITECTURE AND ENGINEERING: Occupations related to architecture, surveying, engineering, and drafting are included in this category. Some of the job titles in this category include electrical and electronic engineers, surveyors, architects, drafters, mechanical engineers, materials engineers, mapping technicians, and civil engineers.

OFFICE AND ADMINISTRATIVE SUPPORT: All clerical-type work is included in this category. These jobs involve the preparing, transcribing, and preserving of written communications and records; collecting accounts; gathering and distributing information; operating office machines and electronic data processing equipment; and distributing mail. Job titles listed in this category include telephone operators, bill and account collectors, customer service representatives, dispatchers, secretaries and administrative assistants, computer operators and clerks (such as payroll, shipping, stock, mail and file).

BUILDING AND GROUNDS CLEANING AND MAINTENANCE: This category includes occupations involving landscaping, housekeeping, and janitorial services. Job titles found in this category include supervisors of landscaping or housekeeping, janitors, maids, grounds maintenance workers, and pest control workers.

CONSTRUCTION AND EXTRACTION: This category includes construction trades and related occupations. Job titles found in this category include boilermakers, masons (all types), carpenters, construction laborers, electricians, plumbers (and related trades), roofers, sheet metal workers, elevator installers, hazardous materials removal workers, paperhangers, and painters. Paving, surfacing, and tamping equipment operators; drywall and ceiling tile installers; and carpet, floor and tile installers and finishers are also included in this category. First line supervisors, foremen, and helpers in these trades are also grouped in this category.

INSTALLATION, MAINTENANCE AND REPAIR: Occupations involving the installation, maintenance, and repair of equipment are included in this group. Examples of job titles found here are heating, ac, and refrigeration mechanics and installers; telecommunication line installers and repairers; heavy vehicle and mobile equipment service technicians and mechanics; small engine mechanics; security and fire alarm systems installers; electric/electronic repair, industrial, utility and transportation equipment; millwrights; riggers; and manufactured building and mobile home installers. First line supervisors, foremen, and helpers for these jobs are also included in the category.

MATERIAL MOVING WORKERS: The job titles included in this group are Crane and tower operators; dredge, excavating, and lading machine operators; hoist and winch operators; industrial truck and tractor operators; cleaners of vehicles and equipment; laborers and freight, stock, and material movers, hand; machine feeders and offbearers; packers and packagers, hand; pumping station operators; refuse and recyclable material collectors; and miscellaneous material moving workers.

PRODUCTION WORKERS: The job titles included in this category are chemical production machine setters, operators and tenders; crushing/grinding workers; cutting workers; inspectors, testers sorters, samplers, weighers; precious stone/metal workers; painting workers; cementing/gluing machine operators and tenders; etchers/engravers; molders, shapers and casters except for metal and plastic; and production workers.

3) Definition of Racial and Ethnic Terms (as used in Part IV Bidder Employment Information) (Page 3)

<p><u>White</u> (not of Hispanic Origin)- All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p><u>Black</u>(not of Hispanic Origin)- All persons having origins in any of the Black racial groups of Africa.</p> <p><u>Hispanic</u>- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</p>	<p><u>Asian or Pacific Islander</u>- All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.</p> <p><u>American Indian or Alaskan Native</u>- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition..</p>
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BIDDER CONTRACT COMPLIANCE MONITORING REPORT

PART I - Bidder Information

<p>Company Name Street Address City & State Chief Executive</p>	<p>Bidder Federal Employer Identification Number _____ Or Social Security Number _____</p>
<p>Major Business Activity (brief description)</p>	<p>Bidder Identification (response optional/definitions on page 1)</p> <p>-Bidder is a small contractor. Yes ___ No ___ -Bidder is a minority business enterprise Yes ___ No ___ (If yes, check ownership category) Black ___ Hispanic ___ Asian American ___ American Indian/Alaskan Native ___ Iberian Peninsula ___ Individual(s) with a Physical Disability ___ Female ___</p>
<p>Bidder Parent Company (If any)</p>	<p>- Bidder is certified as above by State of CT Yes ___ No ___</p>
<p>Other Locations in Ct. (If any)</p>	<p>- DAS Certification Number _____</p>

PART II - Bidder Nondiscrimination Policies and Procedures

<p>1. Does your company have a written Affirmative Action/Equal Employment Opportunity statement posted on company bulletin boards? Yes ___ No ___</p>	<p>7. Do all of your company contracts and purchase orders contain non-discrimination statements as required by Sections 4a-60 & 4a-60a Conn. Gen. Stat.? Yes ___ No ___</p>
<p>2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards? Yes ___ No ___</p>	<p>8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability? Yes ___ No ___</p>
<p>3. Do you notify all recruitment sources in writing of your company's Affirmative Action/Equal Employment Opportunity employment policy? Yes ___ No ___</p>	<p>9. Does your company have a mandatory retirement age for all employees? Yes ___ No ___</p>
<p>4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer? Yes ___ No ___</p>	<p>10. If your company has 50 or more employees, have you provided at least two (2) hours of sexual harassment training to all of your supervisors? Yes ___ No ___ NA ___</p>
<p>5. Do you notify the Ct. State Employment Service of all employment openings with your company? Yes ___ No ___</p>	<p>11. If your company has apprenticeship programs, do they meet the Affirmative Action/Equal Employment Opportunity requirements of the apprenticeship standards of the Ct. Dept. of Labor? Yes ___ No ___ NA ___</p>
<p>6. Does your company have a collective bargaining agreement with workers? Yes ___ No ___</p> <p>6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? Yes ___ No ___</p> <p>6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of Ct? Yes ___ No ___</p>	<p>12. Does your company have a written affirmative action Plan? Yes ___ No ___ If no, please explain.</p> <p>13. Is there a person in your company who is responsible for equal employment opportunity? Yes ___ No ___ If yes, give name and phone number. _____</p>

1. Will the work of this contract include subcontractors or suppliers? Yes__ No__

1a. If yes, please list all subcontractors and suppliers and report if they are a small contractor and/or a minority business enterprise. (defined on page 1 / use additional sheet if necessary)

1b. Will the work of this contract require additional subcontractors or suppliers other than those identified in 1a. above? Yes__ No__

PART IV - Bidder Employment Information

Date:

JOB CATEGORY *	OVERALL TOTALS	WHITE (not of Hispanic origin)		BLACK (not of Hispanic origin)		HISPANIC		ASIAN or PACIFIC ISLANDER		AMERICAN INDIAN or ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	male	female
Management											
Business & Financial Ops											
Marketing & Sales											
Legal Occupations											
Computer Specialists											
Architecture/Engineering											
Office & Admin Support											
Bldg/ Grounds Cleaning/Maintenance											
Construction & Extraction											
Installation, Maintenance & Repair											
Material Moving Workers											
Production Occupations											
TOTALS ABOVE											
Total One Year Ago											
FORMAL ON THE JOB TRAINEES (ENTER FIGURES FOR THE SAME CATEGORIES AS ARE SHOWN ABOVE)											
Apprentices											
Trainees											

*NOTE: JOB CATEGORIES CAN BE CHANGED OR ADDED TO (EX. SALES CAN BE ADDED OR REPLACE A CATEGORY NOT USED IN YOUR COMPANY)

1. Which of the following recruitment sources are used by you? (Check yes or no, and report percent used)				2. Check (X) any of the below listed requirements that you use as a hiring qualification (X)		3. Describe below any other practices or actions that you take which show that you hire, train, and promote employees without discrimination
SOURCE	YES	NO	% of applicants provided by source			
State Employment Service					Work Experience	
Private Employment Agencies					Ability to Speak or Write English	
Schools and Colleges					Written Tests	
Newspaper Advertisement					High School Diploma	
Walk Ins					College Degree	
Present Employees					Union Membership	
Labor Organizations					Personal Recommendation	
Minority/Community Organizations					Height or Weight	
Others (please identify)					Car Ownership	
					Arrest Record	
					Wage Garnishments	

Certification (Read this form and check your statements on it CAREFULLY before signing). I certify that the statements made by me on this BIDDER CONTRACT COMPLIANCE MONITORING REPORT are complete and true to the best of my knowledge and belief, and are made in good faith. I understand that if I knowingly make any misstatements of facts, I am subject to be declared in non-compliance with Section 4a-60, 4a-60a, and related sections of the CONN. GEN. STAT.

(Signature)	(Title)	(Date Signed)	(Telephone)
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