



TOWN OF EMMITSBURG

300A South Seton Avenue Emmitsburg, Maryland 21727; Phone: 301-600-6300; info@emmitsburgmd.gov

**REQUEST FOR PROPOSAL
ADVANCED LICENSE PLATE READERS
PURCHASE AND INSTALLATION**

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I. SCOPE OF WORK

The Mayor and Commissioners of Emmitsburg, Maryland are requesting sealed bids from a qualified contractor for a multi-year contract related to the purchase and installation of three automated Advanced License Plate Readers (ALPR). Sealed proposals are due by 4:00 p.m. on Thursday, February 24, 2022. Please see “Submittal Requirements” on how to submit your bid. Please note the cost of the potential purchase is being funded in part, or its entirety, with government funds from the Governor’s Office of Crime Control and Prevention.

All bids must meet and/or exceed the requirements contained herein. The purchase and installation are to include the cameras and all its hardware as well as, storage and management software, installation, training, maintenance, support and warranty services. The three ALPRs and equipment cabinet will have fixed locations on existing Town street light poles located on East Main Street (to capture vehicles traveling westbound), West Main Street (to capture vehicles traveling eastbound) and South Seton Avenue (to capture vehicles traveling southbound). Cabinets will contain batteries, charging and electrical components to supply power during daylight operations when there is no power to the circuit. ALPRs will transmit data via a wireless modem. The Town will supply a computer or server for installation of software and three Subscriber Identity Module (SIM) cards and cellular data accounts for each site. The software used should allow for data collected from the ALPRs to be submitted to the Maryland State Police. Likewise, Maryland State Police data on flagged criminal plates should be accessible by the Town deputies with the software. The contractor and Town are to select hardware installation dates together. Contractor to work with Town on initial testing, training and creation of Standard Operating Procedures before handing the system off to the Town.

The contractor shall provide:

- Provide ALPR hardware.
- Provide ALPR software.
- Install ALPR hardware.
- Install ALPR software.
- Make final connection and aim camera(s).
- Provide first year warranty for hardware and software.
- Provide training on operating the system.
- Assist town staff with creation of Standard Operating Procedures.
- Provide conduit for power and network components as needed.

- Provide boring of holes and proper weatherproofing as needed to route power, run network and camera cables through the structure – or provide strapping for camera cables attached to the outside of the structure.

The Town will provide:

- Provide computer or server for installation of software.
- Obtain permits and approvals necessary for mounting the cameras at the direction of the contractor.
- Provide power to each unit to power the cameras.
- Provide traffic control and road closures as needed for installation.
- Provide an electrician to run electrical.
- Provide SIM cards and cellular accounts for each ALPR location.

Questions? Contact Madeline Shaw, Town Clerk, at (301) 600-6300 or Mshaw@emmitsburgmd.gov.

II. SUBMITTAL REQUIREMENTS

Please submit at least three (3) hard copies of your bid to Town of Emmitsburg, Attn: Town Manager, 300A South Seton Avenue Emmitsburg MD 21727. No email submittals will be accepted. Please note on bids, **“License Plate Reader Bid, Do Not Open.”** Contractors can either mail submittals, deliver submittals to the Town Office on the 2nd floor, or place submittals in the black drop box labeled “Town of Emmitsburg” at the rear of the Emmitsburg Community Center (300A South Seton Ave.). If a submittal receipt is requested, please email info@emmitsburgmd.gov or call 301-600-6300. At the minimum, all bids must include the following:

A.) Letter of Transmittal: The letter of transmittal must contain the following information:

1. Name, title, address, e-mail address, and telephone number of the person(s) whom correspondence should be directed regarding the bid and any questions.
2. Do any warranties come with the work?
3. What is your proposed start date and project timeline assuming bid approval on March 9, 2022? The Town would like the project completed no later than August 15, 2022.
4. What security features does the proposed computer software have (e.g. separate user log-ins, footage cannot be deleted, log of actions taken by users, etc.)?
5. Is there an annual or monthly fee for camera licensing/software? If so, please state the anticipated cost and frequency of the cost beyond this project.
6. Statement which indicates “proposal and cost schedule shall be valid and binding for ninety (90) days following proposal due date and will become part of the contract that is negotiated with the Town of Emmitsburg”.

B.) Detailed cost statement:

Please clearly list the cost of installation, equipment, software, etc. and total price.

C.) References:

Please provide the name, phone number and email of at least two (2) client references for similar work completed within the past three (3) years. Please provide the organization’s name, address, and email address of the person(s) at the reference who is most knowledgeable about the work performed.

D.) Proof of Insurance:

The successful proposer must have and maintain current worker’s compensation insurance, comprehensive general liability and automobile insurance for bodily injury, death or loss of or damage to property of third persons in the minimum amount of \$1,000,000 per occurrence with the Town of Emmitsburg as an additional name insured. At the very least, please list the policy number, insurance company, and expiration date with your bid.

III. PROPOSED TIMELINE

Fri. February 4, 2022	RFP available on the Town website & Facebook.
Fri. February 4, 2022	RFP published on eMaryland Marketplace.
Thurs. February 24, 2022	DEADLINE: Bids due by 4:00 p.m.
Mon. March 7, 2022	<i>Tentative:</i> Bid review/approval by the Board of Commissioners.
Mon. August 15, 2022	Requested project completion date.

IV. MISCELLANEOUS INFORMATION

- *The Town of Emmitsburg reserves the right to accept or reject any and/or all bids and to waive any informalities or irregularities in the bidding process.*
- *The RFP creates no obligation on the part of the Town to award a contract or to compensate the proposer for any costs incurred during the proposal presentation, response, submission, presentation, or oral interviews (if requested/held). The Town reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.*
- *The Town further reserves the right to make investigations as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this proposal as the Town may request.*
- *Proposers must specifically identify any portion of their submittals deemed to contain confidential or proprietary information.*
- *The Town of Emmitsburg does not discriminate based on race, color, national origin, sex, sexual orientation, religion, age and disability in employment or the provision of services.*