

SCOPE OF SERVICES, SPECIFICATIONS

1.0 Background

The City of Cedar Rapids is seeking proposals from qualified Contractors to provide a lease program for an Automated License Plate Reader (ALPR) System and Video Cameras through a web-based secure cloud system with recording capabilities as requested by the Cedar Rapids Police Department (CRPD).

2.0 Scope of Services

2.1 Contractor and proposed solution shall be Criminal Justice Information Services (CJIS) compliant.

2.2 Automated License Plate Reader (ALPR) System and Video Camera Requirements:

- a) Shall utilize cellular data, no other data transfer infrastructure required.
- b) Service shall be all-inclusive including, but not limited to, hardware, installation, VMS Software and maintenance.
- c) Coverage shall be considered 24/7, with continuous and uninterrupted service.
- d) System shall provide real-time alerts using data from the National Crime Information Center (NCIC) and National Center for Missing & Exploited Children (NCMEC) databases.
- e) System shall have the ability for CRPD to create specialized lists to further investigations.
- f) System shall store data in a secure cloud and automatically discard after 30 days.
- g) System shall have end-to-end encryption of all data.
- h) No personally identifiable information shall be tied to the ALPR system.
- i) ALPR system shall not have the ability to be used for/in traffic enforcement.
- j) ALPR system shall not be structured as a facial recognition system.
- k) Any data generated from the ALPR system shall be owned by CRPD. Contractor shall not share or sell any data or information.
- l) ALPR system shall have vehicle identification technology that goes beyond capturing license plate information.
- m) System shall not be connected to any third-party data.
- n) System shall have a customizable portal, or dashboard, that is easily accessible to CRPD to provide information to the public upon request.
- o) System shall be connected to a network of other ALPR systems to allow interagency sharing of information upon authorization through written agreement.
- p) System shall provide web-based access/hosting including the ability to audit the trail of access and contain search justification capabilities.
- q) Cameras/System shall have the ability to capture images in low light and various weather conditions.
- r) Cameras shall have and maintain high quality video. This shall be continual with the progression of new technology and industry standards.
- s) Cameras shall have pan, tilt, and zoom (PTZ) controls to be used with a live view.
- t) Cameras shall be solar powered but have hardwire power option available.

2.3 Contractor shall provide approximately 70 fixed camera locations and 5 PTZ cameras.

2.4 Contractor shall provide lease term of two years.

3.0 Contractor's Employees

Any person making deliveries to or working on City property must be identifiable by uniform, proper identification and a marked vehicle. The Contractor shall only furnish employees who are competent and skilled for work under the Contract.

If, in the opinion of the City, an employee of the Contractor is incompetent or disorderly, refuses to perform in accordance with the terms and conditions of the Contract, threatens or uses abusive language while on City property, or is otherwise unsatisfactory, that employee shall be removed from all work under the Contract.

4.0 Descriptive Literature

Proposers shall include manufacturer's literature that describes the basic or standard equipment to be furnished. Descriptive literature will be used in addition to Specifications in the evaluation of proposals. However, if literature depicts something in conflict with City's specifications, it is the proposer's responsibility to make that clear, in writing, to the City.

5.0 Equipment Shall Be Most Recent Model Available

The equipment being proposed shall be the most recent model available. Any optional components which are required in accordance with the Specifications shall be considered standard equipment for purposes of this proposal. Demonstrator models will not be accepted. Omission of any essential detail from these Specifications does not relieve the Contractor from furnishing a complete unit. The unit shall conform to all applicable OSHA, State of Iowa and Federal safety requirements. All components, including but not limited to assists, wiring, accessory mounting, parts, connectors and adjustments are to be in accordance with current standards and recommended practices. The engineering, materials and workmanship shall exhibit a high level of quality and appearance consistent with, or exceeding, industry standards.

6.0 Training

The successful proposer shall provide training with the appropriate staff prior to product/equipment being put into service. The proposer will provide all necessary audiovisual materials and instructors for this purpose. All capabilities and controls shall be demonstrated and maintenance procedures reviewed. The training sessions shall be held at the Cedar Rapids Police Department.