

CITY OF MISSION, KANSAS
FINANCE & ADMINISTRATION COMMITTEE

WEDNESDAY, APRIL 4, 2018

7:30 P.M.

(or immediately following 6:30 p.m. Community Development Committee)
Mission City Hall

PUBLIC HEARINGS / PUBLIC COMMENTS

PUBLIC PRESENTATIONS / INFORMATIONAL ONLY

ACTION ITEMS

1. Resolution Designating City-sponsored Festival Events - Martha Sumrall
([page 3](#))

Annually, the City is required to pass a resolution designating specific City-sponsored Festival Events where alcohol may be consumed. This year's resolution includes the food truck events for the Thursday evening Mission Market and the Sunflower Festival in August.

2. Approval of Proposal for New Citywide Phone System - Brian Scott
([page 5](#))

The Finance & Administration Committee will be asked to consider an agreement with ServiceMark Telecom for the development and installation of a new NEC SV9100 phone system for the City for an amount not to exceed \$42,000. The new phone system will be for all City facilities and will provide greater functionality than the current system, an Avaya IP400 system, which was purchased in 2004 and has reached the end of its useful life.

3. Approval of Proposal for new Citywide Surveillance Camera System - Brian Scott ([page 90](#))

The Finance & Administration Committee will be asked to consider an

agreement with Midwest Digital Systems for the development and installation of a new TCP/IP based surveillance camera system for all City facilities in an amount not to exceed \$55,990. The new surveillance camera system will replace several individual systems that currently exist in different facilities. The system will operate on one platform across the network providing greater access and functionality to users.

4. Approval of Proposal for Structured Wiring of City Facilities - Brian Scott (page 190)

The Finance & Administration Committee will be asked to consider an agreement with Office Product Alliance for the planning and installation of a structured cabling system in all city facilities necessary to support the new phone and camera systems in an amount not to exceed to \$48,600

DISCUSSION ITEMS

OTHER

5. Department Updates - Laura Smith

Nick Schlossmacher, Chairperson
Ken Davis, Vice-Chairperson
Mission City Hall, 6090 Woodson St
913-676-8350

City of Mission	Item Number:	1.
ACTION ITEM SUMMARY	Date:	March 26, 2018
Administration	From:	Martha Sumrall

Action items require a vote to recommend the item to full City Council for further action.

RE: Resolution Designating the 2018 City Sponsored Festival Events

RECOMMENDATION: Approve the resolution designating the 2018 City Sponsored Festival Events.

DETAILS: Ordinance No. 1172 was passed on September 14, 2005 exempting City-owned or public property from the prohibition on the consumption of alcoholic liquor. Included in the ordinance is a requirement that the City Council pass a resolution designating specific City Sponsored Festival Events each year. Those vendors providing alcohol at the scheduled events are required to obtain a temporary/special event license from both the State of Kansas and the City. They are limited to four temporary/special event permits per calendar year. Should additional food truck events be scheduled during the summer months, another resolution may be passed adding those events to the 2018 schedule.

The attached resolution designates the following as City Sponsored Festival Events for 2018:

Mission Market Food Truck Events:

- Thursday, June 21 - 4:30-9 p.m.
- Thursday, July 19 - 4:30-9 p.m.
- Thursday, September 20 - 4:30-9 p.m.

Sunflower Festival Food Truck Event: Friday, August 24 - 6-9 p.m.

CFAA CONSIDERATIONS/IMPACTS: Events and festivals provide opportunities for those of all ages to gather, connect with neighbors, and create a stronger sense of community.

Related Statute/City Ordinance:	Mission Ord. 1172
Line Item Code/Description:	
Available Budget:	

CITY OF MISSION

RESOLUTION NO. _____

A RESOLUTION DESIGNATING CITY SPONSORED FESTIVAL EVENTS FOR 2018.

BE IT RESOLVED, BY THE GOVERNING BODY OF THE CITY OF MISSION:

Section 1. The Mission Market Food Truck Events shall be held on June 21, July 19, and September 20, 2018 from 4:30-9:00 p.m. The Sunflower Festival Food Truck Event shall be held on August 24, 2018 from 6:00-9:00 p.m. Alcoholic beverages that may be consumed within the Designated District for City Sponsored Festival Events shall be beer, wine, and alcoholic liquor.

Section 2. Nothing herein shall authorize illegal activity prohibited by other provisions of the City Code or City Ordinances.

THIS RESOLUTION IS PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MISSION, THIS 18th DAY OF APRIL 2018.

THIS RESOLUTION IS APPROVED BY THE MAYOR THIS 18th DAY OF APRIL 2018.

Ronald E. Appletoft, Mayor

ATTESTATION:

Martha Sumrall
City Clerk

City of Mission	Item Number:	2.
ACTION ITEM SUMMARY	Date:	March 22, 2018
Administration	From:	Brian Scott

Action items require a vote to recommend the item to full City Council for further action.

RE: Approval of A Proposal for a New Citywide Telephone System

RECOMMENDATION: Approval of an agreement with SerivceMark Telecom for the design, installation, and five-year maintenance of an NEC telephone system for the City of Mission in an amount not to exceed \$42,000.

DETAILS: The City of Mission currently utilizes an Avaya IP 400 phone system that was purchased from AT&T in 2004. The system itself (the PBX) is physically located in the furnace room of the City Hall/Police Department building, which is the demarcation point where the phone service comes into the building and where the phone line punch-down blocks are located. Though a common practice at the time it was installed, the location is no longer the most conducive for a critical technology component such as a phone system. In addition, the system operates on an older version of software that has not been updated for several years. The same is true for the voicemail server. The handsets, themselves, have presented problems for users such as sticky keys and audio issues with the receiver. The current phone system has exceeded its useful life.

Last year the City upgraded its telephone service with AT&T from a PRI circuit to an SIP circuit. This service upgrade resulted in a dedicated fiber-optic line being brought into the building and taken directly to the data closet in the police department. The upgrade also provided an opportunity for the City to consider a more robust phone system that will meet current and future needs. There was no additional cost for the service upgrade.

This past fall, a request for proposals (RFP) was developed for a voice over internet protocol (VoIP) phone system for all City facilities (please see attached). The RFP sought proposals for phone systems that would not only provide the more traditional features one expects such as call transferring, conference calls, and voicemail, but also new features such as twining (the ability to extend an office phone to a mobile device), voicemail to email, attendant features via the computer, and remote administration.

The RFP also stressed the importance for the selected vendor to work closely with the City's current network support provider - Johnson County Department of Technology and Innovation (DTI) - to ensure operational ability across the City's existing network. The RFP also placed emphasis on the City's desire to have an ongoing relationship with the selected vendor to insure timely upgrades and routine maintenance.

The RFP was issued in January and four proposals were received by the deadline. The proposals ranged in cost from \$38,350 to \$90,800 depending on the system proposed.

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	01-00-001-00
Available Budget:	\$226,000 Overall - \$55,000 for Phones.

City of Mission	Item Number:	2.
ACTION ITEM SUMMARY	Date:	March 22, 2018
Administration	From:	Brian Scott

Action items require a vote to recommend the item to full City Council for further action.

A more detailed breakdown of the proposed costs and scoring of the proposals is attached.

Each proposal was reviewed by an internal team consisting of Police Captain Kevin Self, Assistant City Administrator Brian Scott, and Larry Swartz, a telephone consultant that the City utilized to assist in the process. Three firms - Towner Communications, Allegiant Technology, and ServiceMark Telecom - were selected from the review process for follow-up discussions and interviews regarding their proposals.

ServiceMark Telecom was the unanimous decision of the reviewers at the completion of the process. ServiceMark is proposing a NEC phone system for the City of Mission. NEC has been in the telecommunications industry since the late 1880s. The system provides all of the features that were identified in the RFP. The proposal itself was very well written and focused on those areas that are of particular importance to the City, training and ongoing support (maintenance and upgrades). The follow-up discussion with ServiceMark was equally impressive with their team spending a good deal of time explaining the process for design, implementation, documentation, and training on the system. The phone consultant, Mr. Swartz, was familiar with the NEC phone system and its reliability. References were also checked and all were very favorable of ServiceMark and the NEC system. The system was the least expensive of the five proposed (\$38,350). In further discussion with ServiceMark, we asked for a quote for a redundant system that could be placed at the community center for purposes of failover. This was an additional cost of \$3,500.

Staff is recommending that the City enter into an agreement with ServiceMark Telecom for the design, installation, and five year maintenance of a NEC phone system in an amount not to exceed \$42,000.

The replacement of the phone system is one project in a larger, encompassing technology upgrade for the City, other projects include a new security camera system, and upgrades to our structured cabling, both of which are on this agenda for the Committee's consideration. Funds for these projects were initially budgeted in 2016 and then again in 2017 in the amount of \$226,000. However, staff turnover, time limitations, scope of the projects, and proper planning have resulted in staff taking a more deliberate, thoughtful approach to these projects. The move from the PRI circuit to a SIP circuit was the first step toward making an upgrade. Last year it was decided that replacement of the City's servers was needed, yet another step in the overall upgrade, so time was spent getting that project completed. Consequently, proposals for these projects were not solicited until the beginning of this fiscal year. Funds for the

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	01-00-001-00
Available Budget:	\$226,000 Overall - \$55,000 for Phones.

City of Mission	Item Number:	2.
ACTION ITEM SUMMARY	Date:	March 22, 2018
Administration	From:	Brian Scott

Action items require a vote to recommend the item to full City Council for further action.

technology upgrades are being carried in the General Fund balance. Of the total amount allocated for the technology upgrades (\$226,000), \$55,000 was earmarked for replacement of the phone system. This project will come in under that budget amount.

Once the Agreement has been approved, staff will begin working with ServiceMark to plan out the project; in particular how calls are received and handled, after-hour and holiday messaging, location of phones and users, etc. Phones and equipment will be ordered in May. Programming of the phones and server will be in June and actual installation will occur in June/July. The project will have to be coordinated with cabling project (discussed in another agenda item) and AT&T, the City's phone service provider, which may take some time.

CFAA CONSIDERATIONS/IMPACTS: Telephones are a critical instrument for communicating effectively with residents and visitors of Mission. The proposed new phone system will allow staff to better communicate with residents of all ages and to provide greater access to the staff, programs and services the City provides for its residents.

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	01-00-001-00
Available Budget:	\$226,000 Overall - \$55,000 for Phones.

Responses for VoIP / Unified Communication System
 City of Mission
 Feb-18

	Allegiant Avaya		ServiceMark NEC		BHS Telecom Avaya/Mitel		Towner Mitel	
	Average Score	Comments	Average Score	Comments	Average Score	Comments	Average Score	Comments
Understanding of RFP	4	Did not understand that current phones are IP	4.5		3.5	Don't think they understood that the current phones were IP. Talked about parallel.	4.5	I believe they understood what we were trying to accomplish.
Experience and Ability	4.5		5		3.5	They do not appear to have very good depth. The owner is also project manager.	3	The staff appears to be somewhat limited. They have only one project manager and one lead technician.
References	4.5	Two cities and three school districts. Interesting they did not mention OP or Olathe.	3.5	2 City governments, 3 school districts and a multi-location bank.	3.5	One City and 4 schools and others.	4	All references were government and multi-location.
Project Approach	4	The hours provided for this effort (76) seem short. Seems to be a good support approach.	5	5 year parts warranty. Labor billed T&M.	4	Bi-weekly meetings instead of weekly. Good post cut support. It appears that they plan to train all users. 5-year maintenance.	2.5	The implementation process could have been more precise. It basically says that they will coordinate with the City after selection.
Response to Vender Questionnaire	2.5	The Network Assessment does not provide for any actual traffic handling assessment, just look at what is there. Proposed solution does not provide for failover/redundancy. Recommended does, but it is not proposed. They did not recognize that the current phones were IP as stated in the RFP.	4.5	Did not adequately address the network assessment. They included the UPS. They are the only ones that mentioned activating key phones before go-live. No Active Directory integration.	2	No mobility Smartphone app included, just twinning. No real transition plan included. Minimal responses.	4	Some of the answers were not adequate
Functionality Checklist	4.5		4	No AD or eFax.	4.5		4	
Pricing	4	Total Costs: \$44,298.32	5	Total Costs: \$38,347.81	3	3 for Avaya, 1 for Mitel Total Costs (Avaya): \$49,996.92 Total Costs (Mitel) \$90,800.92	2	Next to highest bid Total Costs: \$66,866.18
Total	28		31.5		24		24	

	Allegiant		Service Mark		BHS Telecom		Towner	
	Avaya		NEC		Avaya	Mitel	Mitel	
Equipment	19,785.63		23,341.06		18,657.10	29,614.35	27,230.60	
Materials/Incidentals	-		576.25		-	-	-	
Labor	12,084.00		11,133.00		15,645.00	35,000.00	15,500.00	
Training	760.00		1,117.50		1,500.00	1,500.00	-	
Licenses	8,833.69		2,020.00	5 year software agreement	9,392.02	22,671.02	21,070.70	
Maintenance	2,835.00	4,345 for a 4 year maint. agreement	-	Included in software agreement	802.80	2,015.55	1,564.88	4,150 for 3 year main agreement
Other	-		160.00		4,000.00	-	1,500.00	
Total	44,298.32		38,347.81		49,996.92	90,800.92	66,866.18	

48,643.32 Total with extended agreement
 2,994.23 Reduant Option
 51,637.55

38,347.81 Total with extended agreement
 3,468.74 Reduant Chassis
 41,816.55 Total Cost for Phone System

71,016.18 Total with extended agreement

Lakewood Business
Park
4243 N.E. Port Drive
Lee's Summit, MO
64064-1742

ServiceMark Communications, Inc.

Business Telephone Systems Division
Equipment Purchase & Installation Agreement

(816)
478-2000
(FAX) 795-2492

This Agreement is made and entered into this _____ day of _____ between ServiceMark Communications, Inc. hereinafter referred to as "ServiceMark" and _____ hereinafter referred to as "Customer."
City of Mission Kansas

1. EQUIPMENT AND SERVICES

- A. Customer agrees to purchase and ServiceMark agrees to install/deliver at the premises of the Customer located at 6090 Woodson Mission, KS 66202 communications equipment as described in the Schedule of Equipment 10059-174657 and dated 2-22-18 which is attached to and made a part hereof.
- B. Furthermore, ServiceMark agrees that such equipment installed and services performed will be in accordance with their proposal submitted to the Customer on February 23, 2018 in response to a Request for Proposals for a VoIP Telephone / Unified Communications System issued by the Customer on January 17, 2018. (See Addendum C). Any material changes to this proposal will be reduced to writing and become a part of this Agreement with the signed approval of both parties.
- C. Customer shall obtain any licenses or permits which may be required for the installation of the equipment provided herein.
- C. Customer represents and warrants that Customer is the owner of the premises or, if not, that the owner agrees and consents to the installation of the equipment on the premises. Customer shall indemnify and hold ServiceMark harmless from any losses or damages, including attorney fees, resulting from breach of such representation and warranty.
- D. It is agreed and understood by the parties that ServiceMark may use its own employees or the services and independent contractors for installation or service. However, ServiceMark shall not assign or subcontract this Agreement, or the work as defined herein, without the prior written authorization of the Customer.
- E. ~~This Agreement is not subject to cancellation by Customer except by written agreement signed by an authorized officer of ServiceMark.~~ may be canceled at any time by either party with 30 days prior written notice. Any cancellation after commencement of work by ServiceMark, including any surveys, design, engineering, drafting, or placing of equipment orders, will have a Cancellation Charge equal to actual time and materials used at ServiceMark's then prevailing rates for equipment & labor, plus a twelve percent (12%) surcharge with said surcharge not to exceed ten percent (10%) of the purchase price herein. Further, a restocking charge of twenty percent (20%) of the retail price of equipment delivered shall apply.
- F. Customer agrees to allow ServiceMark employees, agents, and contractors reasonable access to Customer's premises to complete timely equipment installation.
- G. Customer agrees to provide necessary clearances, conduits, and ducts for wire, cable, or conductors and building plans, blueprints, or drawings that accurately represent the locations where the equipment and necessary wiring are to be installed.
- H. ServiceMark shall not be responsible for any delays in the installation completion or delivery of equipment caused by strike, lockout, or other labor difficulty, war, riot, supplier disputes, fire, flood, lightning, acts of God, or any other reason beyond the control of ServiceMark. Should any such event occur, the completion time or installation or delivery of equipment shall be extended to allow ServiceMark adequate time to perform under the terms of this Agreement.

2. PAYMENT

Customer agrees to pay ServiceMark as set forth below:

- A. _____ for the equipment & installation. (Sales tax is not included, but will be added to the final invoice, or customer may submit tax exempt documentation.)
1. \$9,586.00 (25%) as a down payment upon the signing of this Agreement.
2. \$9,586.00 (25%) payable upon delivery of the equipment to ServiceMark.
3. 19,175.81 balance payable upon the completion of the installation.
4. Lease Agreement: Not Applicable.

For projects of more than thirty (30) days, ServiceMark reserves the right to require reasonable progress payments proportionate to the work completed.

- B. Changed Orders will be submitted and approved in writing. Cost for additional material and/or labor will be in accordance with costs as outlined Addendum C of this agreement.

3. LIMITED EQUIPMENT WARRANTY

See addendum (A) which is attached to and made a part hereof.

4. LIMITATION OF LIABILITY

SERVICEMARK'S LIABILITY UNDER THIS AGREEMENT, IF ANY, SHALL BE LIMITED TO THE COST OF PERFORMING ITS OBLIGATIONS HEREUNDER BUT IN NO EVENT SHALL LIABILITY EXCEED THE CONTRACT AMOUNT PRINTED IN SECTION 2.A. ABOVE. FURTHERMORE, IN NO EVENT SHALL SERVICEMARK BE LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL OR EXEMPLARY DAMAGES, INCLUDING, BUT NOT LIMITED TO, LOSS OF PROFITS, DOWN TIME, OR OTHER DAMAGES.

5. INDEMNITY

By Each Party. Each party (each, an “Indemnitor”) hereby agrees to indemnify and save harmless the other party and its officers, employees and agents (each an “Indemnitee”), from and against all actual (but not consequential) damages, losses and judgments against such Indemnitee by persons other than Indemnitor or Indemnitor’s officers, employees or agents, arising out of a material breach of this Agreement by Indemnitor.

By Customer. Customer further agrees to indemnify and save harmless ServiceMark and its officers, employees and agents (each, an “Indemnitee”), from and against all losses, claims, and lawsuits against such Indemnitee by persons other than Customer, alleged to be caused by or arising out of, the improper operation of the equipment.

6.

A. Furthermore, Consultant shall maintain insurance coverage in the following amounts:

<u>Type of Insurance</u>	<u>Limit/Ea. Occurrence</u>	<u>Limit/Aggregate</u>
General Liability		
• Bodily Injury	\$1,000,000	\$2,000,000
• Property Damage	\$1,000,000	\$2,000,000
• Contractual Insurance	\$1,000,000	\$2,000,000
Professional Liability	\$3,000,000	\$3,000,000
Automobile Liability		
• Bodily Injury	\$1,000,000	\$1,000,000
• Property Damage	\$1,000,000	\$1,000,000
Worker’s Compensation		
• Employee Claims		Statutory for Kansas
• Employer’s Liability		\$1,000,000 per accident \$1,000,000 disease – policy limit \$1,000,000 disease – each employee

Workers’ Compensation policies should include a “Waiver of Subrogation” in favor of City.
All insurance carriers should carry a minimum rating of A- X (rated by A.M. Best).

A. Vehicles, equipment and property used by Consultant shall be the property of Consultant and insured as such. City shall not be responsible for any damage that may occur to such items.

6. TITLE TO EQUIPMENT AND RISK OF LOSS

A. Unless otherwise provided by a separate Lease Agreement referred to in Section 2 above, all rights to ownership to the equipment and materials installed, and deposits of money shall remain with ServiceMark until final payment is received and a transfer of title is issued to customer.

B. Until transfer of title to the equipment is issued, Customer shall assume the risk of loss to the equipment beginning with delivery to customer’s premises. Customer agrees to carry insurance sufficient to cover such loss.

7. TAXES AND TELEPHONE COMPANY CHARGES

A. Customer is responsible for any sales tax, or use tax required by Federal, State, County, Local or other governing bodies. City of Mission will provide a Project Exemption Certificate as issued by the Kansas Department of Revenue providing for sales tax exemption on equipment, products, and labor.

B. Customer shall be responsible for any charges for services or equipment provided or required by the local telephone company.

8. DEFAULT

In the event that Customer defaults in the performance of any of the terms and conditions of this Agreement, including the failure to make any payments agreed herein, in which case the balance of the moneys become immediately due and payable together with interest at the maximum legally allowable rate. ~~Customer shall also pay attorney and/or collection fees incurred in collecting Customer’s account.~~

9. WAIVER OF BREACH

No delay or omission to exercise any right, power or remedy accruing to ServiceMark upon breach or default by Customer under this Agreement shall impair any such right, power or remedy of ServiceMark, or shall be construed as a waiver of any such breach or default. All waivers must be in writing and signed by an officer of ServiceMark. Further, in the event any of the provisions hereof shall, for any reason, be held void or unenforceable, the remaining provisions shall remain in full force and effect and shall control.

10. DISPUTE RESOLUTION & GOVERNING LAW

In the event of a dispute between ServiceMark and Customer relating to or arising out of this Agreement, the parties agree that the exclusive location for jurisdiction and venue for the resolution of such disputes shall be in either the State or Federal Court located in Jackson County, Missouri. Further, the parties agree that this Agreement shall be governed by and interpreted under the laws of the State of ~~Missouri~~ Kansas.

11. NOTICES

A. Any notices pertaining to this Agreement shall be mailed to the following parties:

Customer:
Laura Smith, City Administrator
City of Mission
6090 Woodson
Mission, Kansas 66202

Service Mark:
Bruce Gibbs, President
ServiceMark Telecom
4243 NE Port Drive
Lee’s Summit, Missouri 64064

B. All notices or other communications required or permitted under this Agreement shall be served in writing and shall be deemed to have been duly given if delivered personally or by registered or certified mail, return receipt requested, postage prepaid, to the address set above, or at such other addresses as made from time to time be furnished by the party to the other by notice provided as set forth herein. Any such notice shall be deemed given when mailed, if mailed as provided herein or upon if delivered personally.

12 ENTIRE AGREEMENT

ServiceMark and Customer agree and understand that this agreement, (including the attachments referred to herein) is the entire Agreement and replaces all other prior understandings or agreements related to the equipment and services provided for herein. This agreement may not be changed, modified, or varied except in writing and signed by an office of ServiceMark. This Agreement becomes effective on the dated accepted by ServiceMark Telecom, LLC at it's Home Office.

CUSTOMER ACCEPTANCE

I HAVE READ AND UNDERSTAND THIS AGREEMENT IN ITS ENTIRETY INCLUDING THE TERMS AND CONDITIONS ON PAGE 2, AND ALL ADDENDUMS AND SCHEDULES REFERRED TO HEREIN, AND HEREBY ACCEPT THIS AGREEMENT AND AUTHORIZE SERVICEMARK TO INSTALL THE COMMUNICATIONS SYSTEM IN ACCORDANCE WITH THIS AGREEMENT.

SERVICEMARK COMMUNICATIONS, INC.

Order written by: Bruce Gibbs

CUSTOMER

City of Mission Kansas
(PRINT COMPANY NAME)

Approved for ServiceMark Communications, Inc.

DATE: _____

By: _____

Title: _____

Accepted for Customer

DATE: _____

by: _____

Title: _____

ADDENDUM A
ServiceMark Communications, Inc.
One Year Limited Warranty & General Maintenance Agreement

Customer: City of Mission Kansas

- A. Subject to the conditions in this one year limited warranty and general maintenance agreement, ServiceMark warrants that the telephone equipment purchased by Customer will be free from defects in material and workmanship for a period of one (1) year from the date of completion of the installation of the equipment. If, during this warranty period, any of the equipment or parts are defective or malfunction, they will be repaired or replaced at ServiceMark's sole option, free of charge. **This limited warranty will not apply if the equipment defect or malfunction was caused by damage (other than damage resulting from a defect or malfunction) which occurred while the equipment was in Customer's possession, or occurred because the system was altered, abused, misused, or tampered with, or was otherwise operated or used contrary to the operating instructions.** If ServiceMark reasonably demonstrates there was no defect covered by this limited equipment warranty, the equipment will be repaired or replaced at Customer's cost and ServiceMark's regular service charges will apply. The warranty does not include software upgrades, programming changes, or moving, adding, or changing equipment. The warranty does not include damage due to abuse, electrical surges, acts of God, or existing equipment including wiring or jacks installed by others.
- B. Any work performed on the equipment by parties other than ServiceMark authorized employees or agents during the warranty period without express written consent from ServiceMark shall deem the warranty null and void and Customer agrees to pay ServiceMark's then prevailing service charges for any work on the equipment.
- C. WITH THE EXCEPTION OF THE FOREGOING LIMITED WARRANTIES SERVICEMARK MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, THAT THE EQUIPMENT OR SERVICES SUPPLIED WILL IN ALL CASES PROVIDE THE SERVICE FOR WHICH IT IS INTENDED. IN NO EVENT, WILL SERVICEMARK BE RESPONSIBLE FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES OF ANY NATURE WHATSOEVER. ANY WARRANTIES OTHER THAN THOSE SET FORTH HEREIN ON EQUIPMENT PURCHASED BY CUSTOMER ARE MADE SOLELY BY THE MANUFACTURER(S), OR THIRD PARTY WARRANTY PROVIDER.

CUSTOMER ACCEPTANCE

SERVICEMARK COMMUNICATIONS, INC.

CUSTOMER

Order written by: Bruce Gibbs

(AUTHORIZED SIGNATURE)

Addendum B

ServiceMark Telecom's Proposal to the City of Mission's Request for
Proposals for a VoIP Telephone / Unified Communications System Issued
January 17, 2018.

Addendum C

Response to 4.4.5: Project Approach Quote 10059-174657 Prepared For City of Mission Kansas 02-22-18

NEC America SV9100E IP Communication Server complete with (1) 19" 6-Blade Chassis with Power Supply equipped for:

Qty	Description of equipment in Chassis
6	<p>Universal Blade Slots</p> <ul style="list-style-type: none"> • (1) Slot is in use for this configuration. Therefore, there are (5) vacant slots available for future expansion. • Additional blade slots are available by adding an additional SV9100 chassis.
1	<p>CCPU Main Processor Blade. Contains:</p> <ul style="list-style-type: none"> • USB connector for updating system software, storing system databases, licensing • Gigabit Ethernet connector which provides web based programming and other computer/telephony applications • 8-conductor mod jack for relay contacts for music source/external paging • DIM connector for diagnostics • Sub-mini audio input/output jacks for music inputs and or external paging output • Sony CR2032 battery
114	<p>SV9100E Resource Licenses</p> <ul style="list-style-type: none"> • Trunks, telephone stations, mobile extension users, and other items that terminate to the telephone system require resource licenses. • There are (10) resource licenses allocated to support (10) mobile extension users. • The proposed SV9100E CPU can be expanded to 1296 Resource Licenses
24	<p>SIP Trunks</p> <ul style="list-style-type: none"> • Provides the ability to interface with IP Trunks with Direct Inward Dialing (DID). • System configuration includes software to accommodate (24) talk Channels
80	<p>Dterm Software Licenses</p> <ul style="list-style-type: none"> • One required for each NEC telephone (endpoints)
1	<p>Unified Communications Server Blade</p> <ul style="list-style-type: none"> • Required for Unified Communications Desktop Applications proposed for attendant positions. UC can be added for additional users easily and economically.
1	<p>NEC America InMail Voice Mail System with Automated Attendant complete with:</p> <ul style="list-style-type: none"> • (16) Ports. Provides (16) of the following functions concurrently: <ul style="list-style-type: none"> ○ Callers listening to an automated attendant greeting ○ Callers leaving a voice mail message ○ Users listening to a voice mail message through a phone device • (125) Hours of Voice Storage • (80) Subscriber Mailboxes equipped with voice mail to email
1	<p>Eaton UPS 1500 Uninterrupted Power Supply</p> <ul style="list-style-type: none"> • Provides protection to phone system from power surges and provides uninterrupted power to the telephone system in the event of a power failure.

Telephone instruments and User licenses are as follows:

Qty	Description
80	<p>Standard User License(s)</p> <ul style="list-style-type: none"> • IP Client license – Supports 3rd Party SIP Endpoint or NEC MLT SIP Endpoint • Voicemail to Email • Mobile Extension license: In addition to this mobile extension software license, an SV9100 Resource License must be allocated for each mobile extension user.
4	<p>Attendant Positions: NEC Dterm 820 Series VoIP Self-Labeling Display Telephones equipped with:</p> <ul style="list-style-type: none"> • Liquid Crystal Display • “Duplex” Hands-free Speakerphone • (8) Self-Labeling Programmable Function Keys (Can be expanded to 32 functions) • (8) Fixed Feature Keys • 4 Soft Keys that are interactive with Liquid Crystal Display • (1) Navigator Key • Built in 10/100/1000 network support • Includes back lit dial pad, built-in wall mount, headset jack, and adjustable legs. <p>Premium User Unified Communications Application which includes:</p> <ul style="list-style-type: none"> • Choice to deploy as a Desktop Client or Web Client • The appearance of “Virtual Cubicles” of extensions/employees • Video calls within the web client • Create/view multiple BLF tabs (or create buddy lists) • Park orbit monitoring/park valet • Ability to change other user’s presence status • Ability to send messages to a user’s phone
64	<p>Standard Phones -NEC Dterm 820 Series VoIP Self Labeling Display Telephones equipped with:</p> <ul style="list-style-type: none"> • Liquid Crystal Display • “Duplex” Hands-free Speakerphone • (8) Self-Labeling Programmable Function Keys (Can be expanded to 32 functions) • (8) Fixed Feature Keys • 4 Soft Keys that are interactive with Liquid Crystal Display • (1) Navigator Key • Built in 10/100/1000 network • Includes back lit dial pad, built-in wall mount, headset jack, and adjustable legs.
5	<p>Courtesy Phones -NEC Dterm 820 Series VoIP Display Telephones equipped with:</p> <ul style="list-style-type: none"> • 3-Line Liquid Crystal Display • “Half -Duplex” Hands-free Speakerphone • (6) Programmable Function Keys • (8) Fixed Feature Keys • 4 Soft Keys that are interactive with Liquid Crystal Display • (1) Navigator Key
2	<p>Cordless phones: Multiline Client Application license</p> <ul style="list-style-type: none"> • Anywhere, Anytime access to NEC Desktop telephone Function through Android and Apple mobile device • Operates internally on WI-FI network or outside the network on a reliable VPN connection • Supports BlueTooth and wired headsets on mobile devices <p>Tablet or smart phone device is not included</p>
5	<p>Polycom IP 5000 Conference room phones</p>

Included will be complete programming, installation, training, one year general maintenance agreement, 5 year manufacturer's parts warranty on the NEC SV9100 IP Communications Server and desk phones, and 5 years of NEC Software Assurance. Planning, implementation, and ongoing support will be as follows:

- Planning meetings to determine programming and installation requirements
- Documentation of programming and hardware requirements on an "Installation Worksheet"
- Assemble, program, and test the system in ServiceMark's technical center
- Installation of all equipment as outlined in this proposal at customer's premise to existing cables and jacks, or cables and jacks provided by others or provided by ServiceMark on a separate and additional proposal
- Comprehensive customer training including customized training guides. Customized training guides will include:
 - Up to two end user training sessions
 - Customized telephone and voice mail training guides will be prepared for all ender users
 - System administrator training session which will include the following customized documentation:
 - Web Pro Training Guide
 - System Administrator Packet which includes documentation of each automated greeting and step by step instructions to change each greeting
- One year general maintenance agreement
- Five year manufacturer's parts warranty on the NEC SV9100 IP Communications Server and desk phones. NEC headsets, cordless telephones, software, and non NEC equipment is warranted as stated on the one year limited warranty and general maintenance agreement.
- Five years of NEC Software Assurance
 - NEC Software Assurance ensures that you have access to the most current software and all the latest features. New feature enhancements are constantly being developed to address the ever-changing demands of the marketplace. Software Assurance includes bug fixes, service packs, enhancements, and new software releases. Throughout the year, NEC will notify ServiceMark when new releases are available. In addition to keeping your software current, you will have access, through ServiceMark, to NEC Support Services and other technical resources and NEC technical experts.
 - ServiceMark will install new software updates as needed. We suggest that software is updated at least annually. During the software upgrade ServiceMark will also perform a system check-up which will include inspecting fan motors within chassis and cabinets, inspect and test uninterrupted power supplies, check software error logs, and complete a back-up of system programming. ServiceMark's prevailing labor rate (currently \$65 premise visit charge and \$32.50 billed in 15 minute increments) will apply and be billed after software updates and preventative maintenance checkups are performed.

Sale Price After NEC Promotions/Discounts

\$38,347.81

Assumptions and Exclusions, & Additional Notes

- Proposal does not include sales tax.
- Proposal includes NEC Promotions which expire on 5-31-18.
- Proposal is dependent upon a LAN infrastructure that supports Power over Ethernet (PoE), and Quality of Service (QoS). PoE/QoS data switches are not included in this proposal.
- MLC Client software that run on smart phones or tablets are included in this proposal. The physical tablets or smart phone devices are not included in this proposal. For a successful deployment of the MLC clients, the wireless network at City of Mission Kansas needs to have the ability to have seamless wireless handoff and good coverage throughout the office. This type of network is not included in this proposal.
- If MLC Clients are deployed outside of the LAN of City of Mission Kansas they will operate across the public internet and or 4G networks. Servicemark cannot guarantee the voice quality of this type of connection. We recommend the MLC Client use a VPN tunnel from the device to the LAN of City of Mission Kansas. This can be accomplished with an SSL VPN client that works with The City's firewall. The firewall at City of Mission Kansas needs to have SIP ALG turned off. ServiceMark will work with City of Mission Kansas to configure and deploy the MLC Clients.
- Proposal does not include additional wiring. Proposal includes installation to existing cables and jacks, or cables and jacks provided by others or provided by ServiceMark on an additional proposal.
 - This proposal assumes that the telephone system common equipment unit is located at the same location as the telephone company D-Marc and does not include a D-Marc extension. If the D-Marc needs to be extended, additional charges for labor and material will be required.
- Data rack, patch panels, or patch cables that run from Patch panel to switch are not included in this proposal.
- 10ft Patch cords that run from jack on wall to IP phone are included in this proposal
- Labor is included to deploy Unified Communications (UC) client software on (4) receptionist workstations. Although this proposal includes 80 standard user licenses, deployment of Unified Communications using a standard user is not included and not recommended. If the City of Mission Kansas would like to deploy Unified Communications for all staff a one time "Advanced User" upgrade license is required for each additional user. Cost for Advanced User License is \$28.37 which reflects the NEC Promotions/Discounts that are valid until 5-31-18. (Labor is not included.)
- Sale price shown above does not include a redundant chassis at a second location. Options for a redundant chassis are shown on the following page.
- As stated in this proposal, the proposed telephones include (8) programmable keys. Optional software to provide 16 or 32 programmable functions are shown on the following page.
- Proposal does not include a Session Border Controller (SBC) for SIP trunks, which should be provided by Carrier.

Optional Redundant SV9100 Chassis/CPU/Power Supply

Qty	Description of Equipment/Software/Work	Unit Cost	Subtotal
1	Additional cost of 5 years of Software Assurance associated with the redundant chassis "Netlinked" to the host chassis.	\$300.00	\$300.00
1	SV9100 Netlink Package which includes: <ul style="list-style-type: none"> • Redundant 19" SV9100 Chassis • Redundant Power Supply • Redundant CPU 	1386.68	1,386.68
24	SV9100 Resource License	6.02	144.48
24	SV9100 SIP Trunk Licenses	36.17	868.08
1	Labor required to: <ul style="list-style-type: none"> • Install redundant chassis • "Netlink" redundant chassis to host site • Connect redundant SIP trunks to the redundant chassis. 	769.50	769.50
Total			\$3,468.74

Assumptions and Exclusions, & Additional Notes

- Price shown in the chart above includes NEC Promotional discounts and credits which expire on 5-31-18 and are valid if options are included on the original package purchased from NEC.
- Configuration shown above includes (24) redundant SIP trunks. Customer may choose to install fewer redundant SIP trunks which will reduce the number of SV9100 Resource Licenses and SV9100 SIP Trunks licenses which will result in a lower cost per the unit costs shown above.
- Proposal does not include a Session Border Controller (SBC) for SIP trunks, which should be provided by Carrier.

Optional Software to Provide Additional Programmable Functions

Qty	Description of Equipment/Software/Work	Unit Cost	Subtotal
	DT820 Ext. LK 16 <ul style="list-style-type: none"> • Equips the 8 programmable keys with the ability to "shift" to a second level of programmable functions, which provides a total of (16) programmable functions. 	\$19.50	
	DT820 Ext. LK 32 <ul style="list-style-type: none"> • Equips the 8 programmable keys with the ability to "shift" to four levels of programmable functions, which provides a total of (32) programmable functions. 	46.81	
Total			

Assumptions and Exclusions, & Additional Notes

- Price shown in the chart above includes NEC Promotional discounts and credits which expire on 5-31-18 and are valid if options are included on the original package purchased from NEC.

Options to Deploy Unified Communications for Additional Users

Qty	Description of Equipment/Software/Work	Unit Cost	Subtotal
	NEC SV9100 Unified Communications Premium User Upgrade (usually deployed for attendant positions or system administrators) Note: (4) Premium User Upgrades are included in the base proposal submitted for the sale price of \$38,347.81.	114.54	
	NEC SV9100 Unified Communications Advanced User Upgrade. (Required for users that will use Unified Communications)	28.37	
	Install Unified Communications Application on user's computer and provide one year warranty/support.	80.00	
	Total		

Assumptions and Exclusions, & Additional Notes

- Price shown in the chart above includes NEC Promotional discounts and credits which expire on 5-31-18 and are valid if options are included on the original package purchased from NEC.

Initial _____



ServiceMark Telecom

Table of Contents City of Mission Kansas 2-23-18

CONFIDENTIALITY NOTICE: The contents of this proposal book contains confidential and proprietary information including planning and implementation processes that are unique to ServiceMark. The information is intended only for the use by the individual or entity named above. Any disclosure, copying, or distribution of the contents of this proposal without written permission from ServiceMark Communications, Inc. is strictly prohibited.

Tab	Description
1	Cover Letter (Response to 4.4.1)
2	ServiceMark Telecom's Experience and Qualifications (Response to 4.4.2)
3	Project Team Organization (Response to 4.4.3)
4	References (Response to 4.4.4)
5	Project Approach (Response to 4.4.5)
6	Appendix D—Response to Vendor Questionnaire (Response to 4.4.6)
7	Appendix E—Response to Functionality Checklist (Response to 4.4.7)
8	Appendix F—Response to Pricing Matrix
9	Appendix G—Acknowledgement of Addenda
10	Brochures, Specifications, Description Sheets <ul style="list-style-type: none">• NEC SV9100 Communications Server "Data Sheet"• NEC DT820 IP Desktop Telephones Brochure<ul style="list-style-type: none">○ Reflects the proposed VoIP phones with programmable keys that don't require a paper label.• NEC Multiline Client (MLC) Mobile Brochure<ul style="list-style-type: none">○ Full featured telephone extension that works as an application on mobile devices• Univerge SV9100 Unified Communications (UC) Brochure• NEC Meeting Center (Conference Bridge) Brochure/Specifications• Polycom SoundStation IP 5000 IP Conference Phone
11	NEC Technical Certifications of ServiceMark Technicians



ServiceMark Telecom

February 23, 2018

Brian Scott, Assistant City Administrator/Finance Director
City of Mission Kansas
6090 Woodson Street
Mission, KS 66202

Dear Mr. Scott,

Thank you! We appreciate the opportunity, and appreciate the format of this RFP, as it challenges us to present our company and qualifications effectively within the confines of page limits.

The contact person for all communication pertaining to this proposal will be Bruce Gibbs, President of ServiceMark Telecom, 4243 NE Port Drive, Lee's Summit, MO 64064. Phone number: 816-875-1880. Email address: bgibbs@servicemark.net.

This RFP has been prepared in a way that the scope of services and overall ability and qualifications to successfully fulfill the scope of services is easily understood by ServiceMark. If there are points that may require additional conversation they have been noted on our response.

Project management and training were heavily emphasized in the RFP. Hopefully, our response to the Vendor Questionnaire which includes descriptions of processes, documents, and training videos provides an adequate response to give brief insight to project management and training processes that are very unique to ServiceMark. We ask that you please review the sample of three training videos included in the electronic flash drives included with each proposal book. Our recently produced training video series will complement the in-person training that we will provide that is consistent with the RFP requirements. ServiceMark's training video series which includes the majority of the in-person training will provide the most effective way for current, as well as future City employees to learn and utilize the capabilities of the new telephone system that are relevant to their job duties.

Hopefully the following story will also provide more insight to our qualifications related to project management and training. A few years ago, Wayne Jones from NEC nominated ServiceMark for an NEC Leadership Award that is awarded to only 10 NEC Associates, selected from NEC Associates throughout Canada, the United States, Mexico, and Central and South America. Wayne Jones called me and stated that he had been with NEC for 25 years, and that no company plans and prepares like ServiceMark (referring to how we plan, prepare, and provide training for our customers). Wayne then shared the news that ServiceMark won the NEC Leadership Award. Being recognized by NEC as one of the few select NEC Associates to ever receive the leadership award was a great honor. Wayne's comment which spoke directly to how ServiceMark plans, prepares, provides project management, and training for our customers meant even more than the leadership award, because it spoke directly to what our company has strived to achieve since our company was founded over 23 years ago.

In addition to The City's careful consideration to our response to this RFP, we sincerely hope that our response is adequate for The City to select ServiceMark as a finalist to make an in-person presentation. The documents described in our response to this RFP that demonstrate ServiceMark's project management and training processes are best understood by reviewing during an in-person meeting case studies of documents of projects of similar size and scope. We hope by our response that we have earned the opportunity to have an in-person meeting with the City.

After carefully reviewing and responding to this RFP, ServiceMark feels that we meet the qualifications for The City to award a contract to ServiceMark. Any minor points of non-compliance have been clearly noted. We hope to meet you and your team tasked with evaluating these RFPs soon!

Sincerely,

Bruce Gibbs, President
ServiceMark Telecom



ServiceMark Telecom

ServiceMark Telecom's Experience and Qualifications

ServiceMark Telecom was founded in 1995 by Larry Stewart, who was an example of generosity locally and nationally. Larry Stewart was influenced in a positive way by the culture of Kansas City, a giving, charitable community that on average gives 50% more per household to charity than the national average. For years Larry Stewart was Kansas City's Secret Santa, giving \$100 bills to people in need at Christmastime. Larry Stewart nurtured a culture within ServiceMark of giving back to our community, providing a great place to work, and to give generously of our time and efforts in serving our customers.

ServiceMark's NEC Certifications, Awards, and Relationship with NEC

ServiceMark has been an NEC Dealer/Associate since 1995. Throughout our company's history, there were times we considered other manufacturers to evaluate "what's out there" outside the NEC world. In practice we have been loyal to NEC for over 23 years, and contractually we have been an Exclusive NEC Associate for many years. We have no interest in selling, servicing, and supporting many brands. We are committed to be the best at installing and servicing the NEC brand, as opposed to spreading ourselves too thin by attempting to service multiple brands. Please note the depth of NEC technical certifications by our technical staff which are provided under Tab 11 in this proposal book. In addition to these technical certifications, ServiceMark has been recognized by NEC in the following ways:

- Recognized as the number one NEC telephone system provider in the Kansas City region.
- ServiceMark is the only "Double Diamond" NEC Associate in Greater Kansas City, which is a result of total annual sales, and ServiceMark's commitment to ongoing technical training and certifications as documented under Tab 11.
- Recently ServiceMark Telecom received an International NEC Sales, Marketing and Leadership Award! The awards were created by NEC to recognize outstanding performance in several categories (Community Service, Marketing Innovation and Effectiveness, and Increase in NEC Market Share). ServiceMark was one of 10 winners named annually out of an international group of NEC dealers covering the United States, Canada, and Latin America.

ServiceMark's founder Larry Stewart embraced change, and he created a culture at ServiceMark to embrace change that was relevant to our customers, and relevant to ServiceMark's core business. At ServiceMark, we are not advocates of technology for technology sake. We embrace technology that is relevant, that can be deployed in a meaningful way for our customers. In 2003, it became evident that the Telecom and Computers/Information Technology would no longer be separate, and that these two worlds would converge. In 2003, Larry had a fear of ServiceMark being left behind, and there was a sense of urgency that ServiceMark employ people with IT backgrounds to prepare for the convergence of what is known as computer/telephony today. This led ServiceMark to hire Ryan Maxwell and Pat Stone well over 10 years ago. Pat and Ryan came to ServiceMark with extensive IT backgrounds, and both are employed with ServiceMark today. This led to ServiceMark employing additional people with computer backgrounds, and to cross train our entire technical staff regarding what is relevant to the convergence of the NEC brand of telephone systems to computers and data networks.

A short list of core competencies (above and beyond the lengthy list of NEC certifications already mentioned) include an understanding, and ability to deploy the following:

- Data switches including the configuration of Quality of Service and VLANs
- Firewalls
- Routers
- Wireless Access Points
- Wireless bridges that connect multiple buildings when we can achieve line of site
- MPLS Networks for multi-location customers
- Determine when we don't need MPLS networks for multi-location customers and still achieve remarkable reliability at a lower price point per month

November 2017, Bruce Gibbs, president of ServiceMark Telecom was one of two NEC Associates asked to make a presentation at NEC's Corporate Headquarters in Dallas, to 16 visitors from Japan about how we have dealt with changes in technology in the United States in recent years. It was an honor to be selected, and it also speaks volumes about the relationship and partnership between ServiceMark Telecom, a local company that primarily serves Greater Kansas City, to NEC, a global company that has been in business for over 100 years, with revenues that exceed \$30 billion. A partial list of discussion topics that Bruce presented to the visitors from Japan, which illustrates ServiceMark's culture of embracing change is as follows:

- Embracing the newest NEC SV9100 platform, right out of the starting gate when it was first introduced toward the end of 2014.
- Deploying Unified Communications (a desktop application) on a regular basis, for business of all sizes, and seeing UC as a game changer, especially for businesses spread out in multiple buildings. UC makes people feel like they are under the same roof, as if they are working in closer proximity to one another.
- Becoming certified on NEC Univerge 3C, an enterprise level platform. ServiceMark's largest customer has 70+ locations. Univerge 3C is a single, Unified Communications platform that is in the process of being deployed to this customer's 70+ locations.
- Embracing NEC Univerge Blue Cloud where it fits. (As I stated during the pre-submittal meeting, we agree that the phone system for the City of Mission, KS clearly belongs in the customer's premises, not in the cloud.) During my presentation in NEC's corporate office, I reported that we continue to make a strong case for most of our customers to invest in an on premises phone system, as opposed to a cloud solution. I then turned to NEC's top management, and said we're going to be selling NEC phone systems for a long time. Keep making them!

The strength of ServiceMark and our ability to serve the City of Mission KS well, is only as strong as NEC, and our relationship with NEC. Recently Bruce Gibbs, president of ServiceMark Telecom was interviewed by NEC, and the interview was broadcasted nationally. Bruce recalled during the interview an example of how ServiceMark and NEC worked together to overcome a problem. Bruce made a strong endorsement of NEC by saying "NEC has now become one of my most admired companies, based on personal experiences, as well as a fair amount of study of admirable corporations that I've done over the years." To view a video presentation of this story on line, please visit our website and follow the following path:

- Go to ServiceMark's website at www.servicemark.net
- At the top of ServiceMark's home page, click ABOUT.
- Click NEC A MOST ADMIRABLE COMPANY.



ServiceMark Telecom

Response to 4.4.3: Project Team Organization

In response to section 4.4.3 regarding the project team and organization, this response will describe the key members of the project team, their roles, and a brief explanation to understand the flow of project management and implementation.

Bruce Gibbs, President of ServiceMark Telecom

- As stated in our cover letter, Bruce will be the contact person for all communication pertaining to the RFP.

Preparation of the RFP has also been team effort, and it is our hope that ServiceMark will have an opportunity to meet with The City's selection committee. During this in person meeting, The City's selection committee will have the opportunity to meet a portion of the project team which will likely include the following people:

- Bruce Gibbs, President
- Shelby Doumitt, Project Manager
- Ryan Maxwell, Sales Engineer
- Jenny Schroeder, Trainer (who is also the presenter in ServiceMark's new end user training video series)

If ServiceMark Telecom is the vendor of choice, Shelby Doumitt is introduced into the project as follows:

- Bruce Gibbs will complete a "Transition to Project Management" document. The purpose of the form is to communicate to the project team what has been communicated with the customer, above and beyond what's written in the RFP.
- Shelby Doumitt will review the RFP, and the "Transition to Project Management" document.
- Bruce Gibbs will introduce Shelby to the project via an In-Person Meeting or a GoTo Meeting. Ryan Maxwell will likely be a part of this introductory meeting.

Shelby Doumitt will be responsible for the completion of an "Installation Worksheet" and "Extension List" as described in our response to section 4.4.6-Vendor Questionnaire. These documents will be completed with the input of The City of Mission KS via a series of In-Person and GoTo meetings. The Installation Worksheet becomes a work in progress and is Shelby's "research paper like she wrote in college". Key stakeholders with The City will become very familiar with this document. The purposes of this Installation Worksheet document are as follows:

- The Installation Worksheet becomes the blueprint of the project.
- Shelby and The City have an in depth understanding of expectations, including programming, call routing, key programming, and scripting of automated attendant/voice mail prompts, along with other details which can be shared later.

- The document enables ServiceMark's technical team to clearly understand the expectations, and enable the system to be assembled, programmed, and tested in ServiceMark's facility.
- The document enables Jenny Schroder to prepare customized end-user training guides, and a system administrator packet that is consistent with the Installation Worksheet Document.

Marty Granaman will be responsible for assembling, programming, and testing the telephone system in ServiceMark's facility. Marty will also be responsible for managing and directing technicians in the installation of the system at The City's facilities.

Jenny Schroeder will be responsible for training which will include the following:

- Customizing end-user and system administrator training guides that are consistent with the Installation Worksheet
- Conducting end user training
- Conducting system administrator training
- Providing direction to The City regarding which videos are relevant to which employees based on their job duties as they relate the use of the telephone system.

Ryan Maxwell will be responsible to work in cooperation with Johnson County DTI to ensure that the current network design will be able to support voice. As stated in the RFP that "the City believes that its network is voice ready". We are confident that collaboration between Ryan Maxwell, others at ServiceMark, Johnson County DTI, and The City can take place to ensure that all stakeholders in the project are confident that the current data network is voice ready.

The physical installation will be completed by a team of ServiceMark NEC certified technicians.



ServiceMark Telecom

Response to 4.4.4: References

Blue Ridge Bank

- Date of Initial Installation: May, 2013
- Scope of Services:
 - Installed NEC SV8100 Telephone System to (10) Blue Ridge Bank Locations.
 - Connectivity between branch locations utilizes an MPLS network through Windstream.
 - Deployed Call Center complete with Unified Communications/PC Attendant Applications for Call Center Agents
 - Telephones include both digital and VoIP phones.
- Initial purchase price: \$87,745.09
- Contact: Jeff Scassellati. 816-554-6090.

Osage City School District

- Date of Initial Installation: June, 2017
- Scope of Services:
 - Installed NEC SV9100 Telephone System throughout the entire school district.
 - Installed approximately (113) NEC VoIP telephones that are self-labeling and do not require paper labels (as proposed for the City of Mission KS)
 - Connectivity of some buildings includes wireless bridges.
- Initial purchase price: \$47,849.96
- Contact: Andy Lohmeyer. 785-528-3175

Cass County Courthouse

- Date of Initial Installation: January, 2015
- Scope of Services:
 - Installed NEC SV9100 Telephone System equipped with approximately 33 VoIP phones for the Cass County Courthouse
- Initial purchase price: \$20,040.52
- Contact: Mark Wise. 816-803-0314.

City of Sugar Creek

- Date of Initial Installation: February, 2016
- Scope of Services:
 - Installed SV9100 Telephone System that serves (3) primary city buildings that are connected via private fiber.
 - Approximately (48) telephones are VoIP phones.
- Initial purchase price: \$26,965.43
- Contact: Marilyn Evans. 816-252-4400.

Blue Springs School District

- Date of Initial Installation: 2014
- Scope of Services:
 - Installed approximately (26) NEC SV8100 Chassis in (26) buildings that are networked via VoIP technology, and share common SIP trunks.
 - Configuration includes local survivability for each building.
 - Approximately 95% of telephones are VoIP phones.
- Initial purchase price: Exceeded \$600,000.00
- Contact: Kirk Sampson. 816-874-3204.



ServiceMark Telecom

Response to 4.4.5: Project Approach Quote 10059-174657 Prepared For City of Mission Kansas 02-22-18

NEC America SV9100E IP Communication Server complete with (1) 19" 6-Blade Chassis with Power Supply equipped for:

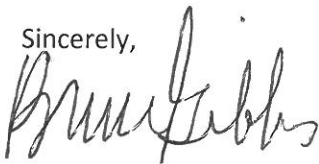
Qty	Description of equipment in Chassis
6	Universal Blade Slots <ul style="list-style-type: none">(1) Slot is in use for this configuration. Therefore, there are (5) vacant slots available for future expansion.Additional blade slots are available by adding an additional SV9100 chassis.
1	CCPU Main Processor Blade. Contains: <ul style="list-style-type: none">USB connector for updating system software, storing system databases, licensingGigabit Ethernet connector which provides web based programming and other computer/telephony applications8-conductor mod jack for relay contacts for music source/external pagingDIM connector for diagnosticsSub-mini audio input/output jacks for music inputs and or external paging outputSony CR2032 battery
114	SV9100E Resource Licenses <ul style="list-style-type: none">Trunks, telephone stations, mobile extension users, and other items that terminate to the telephone system require resource licenses.There are (10) resource licenses allocated to support (10) mobile extension users.The proposed SV9100E CPU can be expanded to 1296 Resource Licenses
24	SIP Trunks <ul style="list-style-type: none">Provides the ability to interface with IP Trunks with Direct Inward Dialing (DID).System configuration includes software to accommodate (24) talk Channels
80	Dterm Software Licenses <ul style="list-style-type: none">One required for each NEC telephone (endpoints)
1	Unified Communications Server Blade <ul style="list-style-type: none">Required for Unified Communications Desktop Applications proposed for attendant positions. UC can be added for additional users easily and economically.
1	NEC America InMail Voice Mail System with Automated Attendant complete with: <ul style="list-style-type: none">(16) Ports. Provides (16) of the following functions concurrently:<ul style="list-style-type: none">Callers listening to an automated attendant greetingCallers leaving a voice mail messageUsers listening to a voice mail message through a phone device(125) Hours of Voice Storage(80) Subscriber Mailboxes equipped with voice mail to email
1	Eaton UPS 1500 Uninterrupted Power Supply <ul style="list-style-type: none">Provides protection to phone system from power surges and provides uninterrupted power to the telephone system in the event of a power failure.

Assumptions and Exclusions, & Additional Notes

- Proposal does not include sales tax.
- Proposal includes NEC Promotions which expire on 5-31-18.
- Proposal is dependent upon a LAN infrastructure that supports Power over Ethernet (PoE), and Quality of Service (QoS). PoE/QoS data switches are not included in this proposal.
- MLC Client software that run on smart phones or tablets are included in this proposal. The physical tablets or smart phone devices are not included in this proposal. For a successful deployment of the MLC clients, the wireless network at City of Mission Kansas needs to have the ability to have seamless wireless handoff and good coverage throughout the office. This type of network is not included in this proposal.
- If MLC Clients are deployed outside of the LAN of City of Mission Kansas they will operate across the public internet and or 4G networks. Servicemark cannot guarantee the voice quality of this type of connection. We recommend the MLC Client use a VPN tunnel from the device to the LAN of City of Mission Kansas. This can be accomplished with an SSL VPN client that works with The City's firewall. The firewall at City of Mission Kansas needs to have SIP ALG turned off. ServiceMark will work with City of Mission Kansas to configure and deploy the MLC Clients.
- Proposal does not include additional wiring. Proposal includes installation to existing cables and jacks, or cables and jacks provided by others or provided by ServiceMark on an additional proposal.
 - This proposal assumes that the telephone system common equipment unit is located at the same location as the telephone company D-Marc and does not include a D-Marc extension. If the D-Marc needs to be extended, additional charges for labor and material will be required.
- Data rack, patch panels, or patch cables that run from Patch panel to switch are not included in this proposal.
- 10ft Patch cords that run from jack on wall to IP phone are included in this proposal
- Labor is included to deploy Unified Communications (UC) client software on (4) receptionist workstations. Although this proposal includes 80 standard user licenses, deployment of Unified Communications using a standard user is not included and not recommended. If the City of Mission Kansas would like to deploy Unified Communications for all staff a one time "Advanced User" upgrade license is required for each additional user. Cost for Advanced User License is \$28.37 which reflects the NEC Promotions/Discounts that are valid until 5-31-18. (Labor is not included.)

Thank you. We appreciate your careful consideration of ServiceMark as your communications company. We sincerely hope we may serve you and have the opportunity to ***outperform the promise.***

Sincerely,



Bruce Gibbs
ServiceMark Telecom

Appendix D – Vendor Questionnaire

Answers to each of the following questions should be included in the Respondent proposal in the format as presented. Questions not answered may constitute an incomplete proposal and subject to rejection. In addition to written proposals, the City may interview one or multiple vendors prior to entering into negotiations with a vendor to perform the work.

ServiceMark's response is written in green.

PURPOSE OF THE RFP

Single Point of Responsibility / Accountability: The City's expectation is to have a single point of contact (i.e. a single point of authority and a single point contracting entity for this project). This is of a critical nature for this RFP; a contract will NOT be awarded to a vendor who does not have this single point of accountability. Indicate your understanding and compliance with this requirement.

ServiceMark's Response:

- We understand and will comply with this requirement.
 - ServiceMark Telecom will be the single point contracting entity for this project.
 - Shelby Doumitt (ServiceMark employee) will be assigned as the project manager for this project.
 - Key members of the implementation team, whom all are employees of ServiceMark) are as follows:
 - Shelby Doumitt, Project Manager
 - Marty Granaman, Manager of Technical Services
 - Ryan Maxwell, Sales Engineer, Certified Technician
 - Jenny Schroeder, Trainer, Certified Technician
 - Steve Braby, Certified Senior Technician
 - Pat Stone, Network Administrator/CTI Specialist/Certified Technician

GENERAL VoIP PHONE SYSTEM REQUIREMENTS

Uniform Communication System: Indicate that the proposed system is a single, uniform communication system providing telephone, voicemail, and unified messaging for all of the City's primary facilities.

ServiceMark's Response:

- Comply. The proposed NEC SV9100E Communications Server is a single, uniform communications system providing telephone, voicemail, and unified messages for all of the City's primary facilities.

Expansion Capability: Indicate the extent to which the proposed system can be expanded to meet the future needs of the City.

ServiceMark's Response:

- The expansion capacity of the proposed NEC SV9100E is as follows:
 - Total port capacity: 1296. Stations/Extensions, and Trunks utilize ports.
 - The system has a capacity 896 Stations/Extensions which includes NEC IP Stations, Third Party SIP Extensions, Digital Extensions, or Analog Extensions.
 - All 896 stations/extensions may include NEC IP Stations or Third Party SIP Extensions..
 - Up to 368 extensions may include digital stations and/or analog extensions.
 - The system has a capacity of 400 SIP Trunks.

GENERAL FEATURES OF A VOIP PHONE SYSTEM

General Features of VoIP Phone System: Indicate the proposed system's ability to provide the features that the City is seeking in a system by completing Appendix E – Functionality Checklist.

System Configuration: Indicate if the user self-configuration and Administrator configuration are accessible from throughout the City's network, including both inside and outside the Police Department firewall.

ServiceMark's Response:

- Comply.
- The SV9100E provides a Web User interface for full administration with administrative permissions and end user access for each extension to configure their personal extension. This can easily be accessed from the internal LAN network of the City's network. For External access we recommend a VPN connection to provide secure access to the phone system and the City's internal network. The interface is Web based so it's possible to gain access remotely to the web interface via port forwarding on the City's firewall, but security discussions need to take place before we recommend this type of access.

E911: Indicate whether the system can be programmed to provide E911 location information to the Public Service Answering Point (PSAP) with data no less specific than identifying the correct building; comply with any additional state and federal requirements for E911 location specificity.

ServiceMark's Response:

- Comply.
- The NEC SV9100 IP communication server supports E911. When an extension dials 911 the system can notify pre-defined extensions. That notification provides an audible alert and displays the extension number and name of person that dialed 911.
- Communication Analyst application with ESN license can provide a more enhanced 911 notifications system. If 911 is dialed the same alerts above apply, but software can also send out notifications via email.
 - When an extension dials 911 the PSAP will receive the caller ID of the extension. The caller ID is matched to a building address that would be pre-defined with the carrier during project planning.

Fax and Analog Devices: The City has a number of multifunction devices that are used for analog fax. The City is also considering other changes to fax handling, including private fax inboxes for certain sensitive users, such as Human Resources personnel. Indicate how the system will interact with existing fax devices. Indicate if the system, as proposed, provides any additional fax features. Indicate how the vendor may help address these needs in the future.

ServiceMark's Response:

- Three options can be considered for analog fax connections:
 - Option 1: Analog fax numbers are DID's that ring to SIP trunks, which interface with the NEC SV9100E telephone system, and fax machines interface with telephone system analog extensions.
 - This option could be considered and tested at the host site. However, there is concern of the reliability of fax transmissions when converting VoIP technology via SIP trunks to analog extensions.
 - This option should not be considered at remote sites.
 - Option 2: Recommend that analog devices interface with "VoIP/Analog" lines. In other words, the carrier is responsible for the conversion of VoIP to analog over T1 circuit(s) or a fiber connection.
 - With this option, fax machines would not interface with the proposed telephone system.
 - Option 3: Have the phone carrier provide an "analog copper line from the street".
- Regarding private fax inboxes for certain sensitive users:
 - During the mandatory pre-submittal meeting on January 29, 2018, it was mentioned that approximately 5 users may utilize fax to inboxes. Therefore, we recommend either eFax or Ring Central to accommodate these users.
- Whether fax transmissions are facilitated through the proposed telephone system, or are separate from the telephone system, ServiceMark agrees to document the plan for fax devices on ServiceMark's "Installation Worksheet" document (which is the name of the project planning document) and assist the customer with implementation.

Mobility: The City desires for the new system to offer a high level of mobility features to management and mobile staff. These features may also be extended to the City's patrol officers. Indicate what features the proposed system provides to support mobile users (e.g. twinning, smartphone applications, etc.)? Indicate additional costs, if any, that the City would incur per user.

ServiceMark's Response:

- "NEC Mobile Extension" (or "Twinning" as commonly described in the industry)
 - Capabilities:
 - Desk phone and mobile phone ring simultaneously.
 - If call is answered from the mobile phone, user can transfer the caller to another extension.
 - If call is not answered, caller can be answered by the user's voice mail that resides in the NEC SV9100 telephone system.
 - Outbound calls can be placed from a mobile phone and display The City's phone number.
 - Requirements and Cost:
 - Mobile extension requires a "resource license" which utilizes a station port of the telephone system at a onetime cost of \$7.00.
- MLC Client
 - Capabilities:
 - Full featured application that resides on a smart phone or tablet.
 - Duplicates the button functionality of a VoIP Desk phone.
 - Requirements
 - MLC Clients can run on IOS and Android smart phones or tablets. For a successful deployment of the MLC clients inside the City's network the Wireless network needs to have the ability to have seamless wireless handoff and good coverage throughout the city.
 - If MLC Clients are deployed outside of the City's internal network, MLC Clients will be operating across the public internet and or 4G networks. Servicemark cannot guarantee the voice quality of this type of connection. The MLC Client can connect via NAT firewall, but we recommend a VPN tunnel from the device to the LAN for security reasons. This can be accomplished with SSL VPN client that works with your firewall. Depending on the amount of remote MLC clients needed a session boarder controller to terminate the SIP softphone MLC connections is worth considering. An SBC (Session Boarder Controller) provides better security for remote SIP connections than port forwarding on a firewall.
 - Cost
 - MLC softphone license = \$52.40 (Requires standard user license and Resource license)
 - Standard user license = \$44.28
 - Resource license = \$7.00
 - Total cost per MLC Softphone extension = \$103.68

NETWORK ASSESSMENT

Network Assessment: Indicate that the respondent understands that the Network Assessment is required and will comply. Describe the methodology that is being proposed for conducting a full network assessment.

ServiceMark's Response:

- As stated in Section 3.1 of this RFP, ServiceMark will agree to work with the Johnson County Department of Technology and Innovation (DTI) to assess the current network and make recommendations to ensure that the current network is voice ready.
- Please review our response to section 4.4.2 regarding ServiceMark's Experience and Qualifications to gain further insight regarding our ability and expertise related to designing, deploying, and supporting VoIP.
- Please consider our references, which all required a close working relationship with an outside IT Department or vendor.

Network Assessment

The City of Mission understands, and expects, that the Respondent will need to conduct a full network assessment to determine the viability of integrating and installing the new voice system onto the existing data network. The needs and expectations of a converged network do place different requirements on the network in terms of quality of service, packet prioritization, cable quality, termination specifications, etc. In addition, the City is in the process of securing an IP based video surveillance system, which will operate across the network as well. Although the City believes that its network is "voice ready," the Respondent must perform a full network assessment to verify such and determine, if any, network updates or quality mitigation process that must be achieved in order to support the new converged voice/data system. Respondent will provide all results of the assessments including necessary network maps, specification thresholds, specific problem areas, and the recommended solution and cost for each.

System Design and Installation: The Vendor must provide a complete system design showing the integration of the voice network into the data network. Further, the Respondent must provide a methodology for assuring voice quality through the system. Indicate the Respondent's understanding and compliance with this requirement.

ServiceMark's Response:

- ServiceMark understands and will comply with this requirement.

Work in Conjunction with Johnson County DTI: The successful Respondent will need to work in cooperation with the City's network administrator Johnson County DTI. Indicate the Respondent's understanding and compliance with this requirement.

ServiceMark's Response:

- ServiceMark understands and will comply with this requirement.

TECHNICAL REQUIREMENTS

System Design: Indicate the process that will be undertaken to complete the system design to integrate voice into the data network.

ServiceMark's Response:

- Discussions with Johnson County DTI need to take place to determine current network design and discuss if changes are needed to support voice. We recommend that all voice traffic resides on a voice VLAN with the highest priority over all other traffic. Access between the voice VLAN and data VLAN is required to support Unified Communications deployment. We will discuss with Johnson County DTI how best to accomplish this goal. We would prefer and request a layer 3 switch to provide the routing between the VLAN's.

Voice Quality Assurance: Indicate the methodology that will be deployed to ensure voice quality through the system.

ServiceMark's Response:

- We require the voice be on a voice VLAN throughout the City's network. The voice VLAN will have priority over other data traffic on the network. We also can prioritize packets based on DSCP and IP precedence tagging. Discussions with Johnson County DTI will need to take place to determine configuration.

Equipment Specifications: Indicate what equipment, if any, that the City will need to provide and/or upgrade to meet the specifications of the system. Indicate the possible cost of such equipment. Understood that this may not be finalized until Respondent is selected and contract awarded.

ServiceMark's Response:

- Switches:
 - All network equipment will need to support Gigabit networking, VLAN, Quality of Service (QoS), and Power over Ethernet (POE). Some of the switches should provide layer 3 routing.
- Router/Firewall
 - Depending on remote workers final configuration, updates to the current router/firewall may be required.

CABLING REQUIREMENTS

Cabling: Indicate the respondent's understanding that it will need to work with the selected cable vendor (if not the respondent) to ensure that appropriate cable is installed and meets the specifications of the system design.

ServiceMark's Response:

- ServiceMark understands and will comply with this requirement.

Cable Testing: Indicate the respondent's understanding that it may have to test and verify that the proposed system will function within all required parameters on the City Hall/Police Department existing cable, if the City decides not to upgrade the cable at this time.

ServiceMark's Response:

- ServiceMark understands and will comply with this requirement.

REDUNDANCY/FAILOVER

Indicate that the Respondent will warrant that, in the event of a power outage, the installed combination of Respondent and City equipment will provide at least two-hours of uninterrupted phone operation time, except at the Mission Family Aquatic Center. Identify any additional equipment that may be necessary for the City to provide in order to guarantee the minimum two hour time.

ServiceMark's Response:

- The proposed NEC SV9100 IP Communications Server as configured for this RFP requires a 1500 Watt UPS to comply with the minimum two-hour time as requested. A 1500 Watt UPS is included in our proposal.

DOCUMENTATION

Indicate documentation will be provided at the completion of project. In particular, provide the type and number of documents (i.e. manuals, training material, diagrams, etc.) that will be provided.

ServiceMark's Response:

- ServiceMark's planning, implementation and training processes has been recognized by NEC as one of the best nationwide and is best illustrated by the following documents which are customized especially for The City of Mission KS.
 - Installation Worksheet
 - This document is the "blueprint" of the project and provides the installation and programming details. The document is written in a manner that is understood by key stakeholders with The City, ServiceMark's technical team that will program and install the system, and by ServiceMark's team responsible for creating customized end user and system administrator documentation. This document will include (but is not necessarily limited) to the following:
 - Technical Pages which include system software version, IP addresses, Subnet Mask, Default Gateway, UC Server information, and SIP Trunk information.
 - Key Questions related to the phone system, voice mail, and Unified Communications
 - Notable items including summary statements related to call flow, and other unique aspects of the project.
 - CO Line/Trunk Configuration from Carrier, along with special instructions to be passed on to the carrier
 - Detailed pages related to automated attendant greetings, and call routing.
 - Key sheets that outline how programmable keys are to be programmed.
 - Extension List
 - This excel spreadsheet includes (but is not necessarily limited) to the following:
 - User's Name
 - Name as it should appear in the telephone display
 - Building location
 - Extension Number
 - Extension Type
 - DID Number
 - Voice Mailbox information, and user's email address for voice mail to email.
 - Cell phone number for mobile extension users (or user's that wish to "twin" their extension)
 - Details related to Unified Communications.
 - Special notes related to each extension.
 - Printed End User Training Guides Customized Especially for The City of Mission KS
 - Training Guides for desk phones, and if applicable Web Unified Communications
 - Voice Mail Instructions
 - If applicable, an abbreviated basics training guide for employees who are not phone intensive in their job duties.

- A one page guide for Mobile Extension Users (or users who wish to “twin” their extension.
 - Extension lists which generally include first and last name, building, extension number, and Direct Dial number
- System Administrator Packet customized especially for The City of Mission, KS
 - Includes documentation of all auto attendant greetings and some mailbox greetings, including scripting, how to re-record or change recordings, and how to turn on/off override greetings for holidays, inclement weather, or special circumstances.
 - Includes WebPro Instructions with easy to follow instructions and screen shots of what the user should expect to see on a computer screen
 - Unified Communications System Administration
- End User Training Videos!
 - ServiceMark Trainer Jenny Halterman and ServiceMark’s website development team has recently produced a series of over 20 training videos. The training videos duplicate approximately 80% of how ServiceMark conducts in person end user training, and demonstrates a commitment to training that has been a work in progress for over 23 years. In person training has been, and will always be a challenge for two key reasons. First, it’s difficult to get ALL employees to the training. Second, no matter how good the training documentation, and no matter how informative and entertaining the trainer, employees simply cannot retain an abundance of information presented during a session that can easily last at least an hour and a half. ServiceMark’s training videos provide the best opportunity for current as well as future employees to be effectively trained on the items that pertain to them related to the telephone system.
 - Please note that the RFP in electronic format includes a sampling of 3 training videos which are as follows:
 - **Welcome:** This video introduces the end user to the trainer and gives them an idea of what they will be learning. We also like to take a moment and thank each customer for the opportunity to be their phone vendor.
 - **Holding, Parking, Transferring Calls:** This video will give you an exciting look into the heart of some of our training videos. We approach the topic of how to hold, park and transfer calls. While this may be easy for some this can feel intimidating to others. With a video like this one we hope to give the end user confidence to see how simple tasks like this can be on the SV9100 Phone System.
 - **Unified Communications (UC) Suite Training:** This video is designed to give you an in-depth overview of the Unified Communications Suite. Unified Communications is a computer application that allows you to handle calls from your computer with the click of a button. You can click to answer calls, transfer calls, or even make calls with this wonderful application. Unified Communications is designed to make call handling even easier for the End User. The entire video series addresses the following topics:

PROJECT MANAGEMENT

Indicate that the responder will provide a project manager for the duration of the project. Provide the name and brief description of the experience and qualifications that proposed project manager has.

ServiceMark's Response:

- ServiceMark will provide a project manager for the duration of the project.
- Shelby Doumitt will be assigned as the project manager. Shelby has been employed with ServiceMark for over 7 years. As mentioned in our response under DOCUMENTATION, ServiceMark's planning, implementation and training processes has been recognized by NEC as one of the best nationwide, and Shelby is the leader of this process.

TRANSITION PLAN

Installation schedule and cutover: All of the City's buildings are active facilities throughout the week, including after typical business hours. Disruptions to telephone services and data networks directly impact the City's operations. While the City anticipates that some disruptions will be unavoidable, particularly as a result of recabling, these should be kept to a minimum. Please describe your proposed installation schedule, and the steps that will be taken to reduce phone and data disruptions. Vendors that will commit staff to after-hours work are highly preferred.

ServiceMark's Response:

- Minimizing disruptions are a result in large part of effective project planning. I can't emphasize effectively in this brief written statement the great work led by Shelby Doumitt, and the great documentation already described under the section documentation, which has been recognized by so many at NEC as one of the best, if not the best planning process in the country. Our hope is that our response allows us to earn the opportunity for The City to meet our team, and view "Case Studies" of similar sized projects.
- Effective project planning allows us to build, program, and test the telephone system in ServiceMark's facility prior to delivery and installation.
- The logistics of installing and testing the system on the customer's data network, activating key telephones before going live, and the logistics of moving SIP trunks from the current Avaya system to the new NEC SV9100 system will be discussed and documented on the "Installation Worksheet" for key stakeholders to view, edit, and approve prior to implementation.
- ServiceMark will commit staff to go live, and complete work as needed during after hours.

TRAINING

Indicate your comprehensive training plan for training the City's employees on the use of the new system.

ServiceMark's Response:

- ServiceMark's comprehensive training plan starts with overall project planning documented on the "Installation Worksheet" as described in our response to the DOCUMENTATION section. The Installation Worksheet outlines call flow, programmable keys, automated attendant greetings, which employees will deploy mobile extension (twinning), and which employees will utilize Unified Communications, and all of these variables determine how end user and system administrator training guides will be customized especially for The City. Customized training guides will be provided as described in more detail under the following bullet points in our response to the DOCUMENTATION section:
 - Printed End User Training Guides Customized Especially for The City of Mission KS
 - System Administrator Packet customized especially for The City of Mission KS
- End User Training Videos!
 - I don't know of any vendor throughout the entire country that has demonstrated such a commitment to training. The training video series was produced as a result of thousands of end user training sessions for over 23 years! Please refer to our response to the DOCUMENTATION section of this RFP for a description of the entire training video series.
 - Please view the sampling of 3 training videos provided in electronic format as follows:
 - **Welcome:** This video introduces the end user to the trainer and gives them an idea of what they will be learning. We also like to take a moment and thank each customer for the opportunity to be their phone vendor.
 - **Holding, Parking, Transferring Calls:** This video will give you an exciting look into the heart of some of our training videos. We approach the topic of how to hold, park and transfer calls. While this may be easy for some this can feel intimidating to others. With a video like this one we hope to give the end user confidence to see how simple tasks like this can be on the SV9100 Phone System.
 - **Unified Communications (UC) Suite Training:** This video is designed to give you an in-depth overview of the Unified Communications Suite. Unified Communications is a computer application that allows you to handle calls from your computer with the click of a button. You can click to answer calls, transfer calls, or even make calls with this wonderful application. Unified Communications is designed to make call handling even easier for the End User. The entire video series addresses the following topics:

Will the respondent be able to provide training for employees as outlined in the Section 3.11. of the Scope of Services?

ServiceMark's Response:

- ServiceMark will provide training as outlined in Section 3.11.

Can the respondent provide a “train the trainer” solution?

ServiceMark’s Response:

- Yes.
 - ServiceMark’s customized training documents make it easy to guide a “train the trainer” approach. Trainers employed by The City simply need to follow carefully crafted customized training documents.
 - Training videos will provide the most effective training long after the initial system installation. Trainers employed by The City can simply assign workers to view the training videos that are applicable to their job duties.

Indicate the type of training material and operational handbooks that will be provided to each employee at each of the City’s primary facilities.

ServiceMark’s Response:

- Please refer to the documentation section of this RFP under the following bullet points:
 - Printed End User Training Guides Customized Especially for The City of Mission KS
 - System Administrator Packet customized especially for The City of Mission KS
 - End User Training Videos.

Indicate the method that the City will use to obtain additional manuals or operational handbooks.

ServiceMark’s Response:

- All training materials are provided to The City Electronically.
- The City has access to the Training Video Series via portal access as a part of the one year general maintenance agreement, and as a part of subscribing to Software Assurance after the first year.

SITE RESTORATION

Clean-up: At the completion of the project the Respondent will remove all waste, excess materials, rubbish debris, tool and equipment resulting from or used in the services identified in this document. In addition, all old phone handsets and phone equipment should be removed from each of the facilities at no cost to the City. Indicate Respondent’s understanding and compliance with this requirement.

Discount: Indicate whether there is a residual value in the City’s existing phone system that may be applied to the cost of the new system.

ServiceMark’s Response:

- ServiceMark understands and will comply with this requirement.

SITE SECURITY

The City's primary data room is located within the Police Department. KBI requirements stipulate that the Police Department be locked-down at all times, and that those within the police department have a badge indicating that they are authorized to be in the area. Such authorization will require background check and fingerprinting of Respondent's employees that are working in this area. Indicate Respondent's understanding and compliance with this requirement.

ServiceMark's Response:

- ServiceMark understands and will comply with this requirement.

ADMINISTRATION / SECURITY

Remote Administration: Indicate that the proposed solution will provide remote for administration of the system by the City's administrator.

Administration of Security Levels: Indicate that the proposed solution will have security set features built in that allow the City's administrator to remotely administer security levels of users. It should fully integrate with the City's Active Directory and should allow the administrator to control class of service and class of restriction.

Passwords: Indicate that all system level passwords will be provided to the City at that the system has been installed and tested.

ServiceMark's Response:

- The NEC SV9100 system does not integrate with the Active Directory. The SV9100 provides a easy to use web based user administrator console that allow you to program the end users phone (including class of service), voicemail, and UC settings all from one location.
- The City's Administrator can access the administration of the phone system while remote via VPN tunnel to Mission City Network. They admin system interface is web based so it's possible to gain access from remotely to web interface via port forwarding on the City's firewall, but security discussions need to take place before we recommend this type of access.
- ServiceMark will provide the City with all system level usernames and passwords.

WARRANTY AND MAINTENANCE SUPPORT

Warranty: Indicate the period that the warranty is for, what specifically is included in the warranty, and whether these items are provided by the Respondent or the Manufacturer.

ServiceMark's Response:

- Warranty and Maintenance Support provided by the manufacturer (NEC) that is included in the purchase price of \$38,347.81.
 - Five-year NEC manufacturer's parts warranty on the NEC SV9100 IP Communications Server and desk phones.
 - Five years of NEC Software Assurance
 - NEC Software Assurance ensures that you have access to the most current software and all the latest features. New feature enhancements are constantly being developed to address the ever-changing demands of the marketplace. Software Assurance includes bug fixes, service packs, enhancements, and new software releases. Throughout the year, NEC will notify ServiceMark when new releases are available. In addition to keeping your software current, you will have access, through ServiceMark, to NEC Support Services and other technical resources and NEC technical experts.
- Warranty and maintenance support provided by the respondent (ServiceMark Telecom) that is included in the purchase price of \$38,347.81 will include a One Year General Maintenance agreement which includes parts and labor.
 - In summary, the General Maintenance Agreement warrants that the telephone equipment purchased by Customer will be free from defects in material and workmanship for a period of one (1) year from the date of completion of the installation of the equipment. If, during this warranty period, any of the equipment or parts are defective or malfunction, they will be repaired or replaced at ServiceMark's sole option, free of charge. If ServiceMark reasonably demonstrates there was no defect covered by this limited equipment warranty, the equipment will be repaired or replaced at Customer's cost and ServiceMark's regular service charges will apply. The warranty does not include programming changes, or moving, adding, or changing equipment. The warranty does not include damage due to abuse, electrical surges, acts of God, or existing equipment including wiring or jacks installed by others.

Ongoing licensing cost: Indicate what the annual ongoing licensing cost will be for the product, and whether it will include access to manufacturer's software and firmware updates, excluding any support by the installing Respondent? Indicate how the City will be notified of software updates, and how these will be installed.

ServiceMark's Response:

- There is no annual ongoing licensing cost.
- As stated above, this proposal includes a 5 year hardware warranty, and 5 years of NEC software assurance at no additional cost. Further details about NEC software assurance is stated above.
- The NEC hardware warranty, and NEC Software Assurance excludes support from ServiceMark Telecom.
 - ServiceMark will install new software updates as needed. ServiceMark will notify The City when it's time to update software. We suggest that software is updated at least annually. During the software upgrade ServiceMark will also perform a system check-up which will include inspecting fan motors within chassis and cabinets, inspect and test uninterrupted power supplies, check software error logs, and complete a back-up of system programming. ServiceMark's prevailing labor rate (currently \$65 premise visit charge and \$32.50 billed in 15 minute increments) will apply and be billed after software updates and preventative maintenance checkups are performed.

Ongoing service: Describe the scope of services and benefits provided with any maintenance agreement provided by the Respondent, including: response time commitment, any specific plan of preventative maintenance, and any preferential rates available as a result of entering the agreement.

ServiceMark's Response:

- Starting with year 2, The City may renew the general maintenance agreement at a cost of \$1,781.72 per year, which in summary, includes the following:
 - The maintenance agreement will include parts and labor required to maintain the telephone system related to defects, malfunctions, and workmanship for a period of one year.
 - In addition, the maintenance agreement will include pro-actively providing a preventative maintenance visit and an upgrade to the latest software at least once per year, or as needed.
 - The general maintenance agreement does not include the costs associated with moves, additions, or changes to the equipment.

Appendix E – Functionality Checklist

The following checklist will be utilized in evaluating proposed systems and solutions. Respondents will need to complete this checklist and include it with their proposals.

Feature	Support Yes / No	Comments / Limitations
Telephone System Features		
Delivered with the capacity to service at least 125% of initial number of stations installed	Yes	<p>The expansion capacity of the proposed NEC SV9100E is as follows:</p> <ul style="list-style-type: none"> • Total port capacity: 1296. Stations/Extensions, and Trunks utilize ports. <ul style="list-style-type: none"> ○ The system has a capacity 896 Stations/Extensions which includes NEC IP Stations, Third Party SIP Extensions, Digital Extensions, or Analog Extensions. <ul style="list-style-type: none"> ▪ All 896 stations/extensions may include NEC IP Stations or Third Party SIP Extensions.. ▪ Up to 368 extensions may include digital stations and/or analog extensions. ○ The system has a capacity of 400 SIP Trunks.
Direct Inward Dial (DID)	Yes	
Extension Dialing Within Network	Yes	
Caller ID	Yes	
Call History	Yes	
Call Hold / Release	Yes	
Call Forwarding Internal	Yes	
Call Forwarding External	Yes	
Call Park / Swap	Yes	
Call Waiting	Yes	
Call Hold / Release	Yes	
Group Call Pick-up	Yes	
Call Transfer	Yes	
Make / Add / Drop Conference	Yes	
Call Recording on Demand	Yes	
Conference bridging for internal and external	Yes	
Share Extension on Multiple Phones	Yes	
Conference bridging for internal and external	Yes	
Hunt / Ring groups, including group ring and sequential ring (e.g. hunt / rotary)	Yes	
Touchtone auto attendant (voice processing / interactivity not required)	Yes	

Attendant and routing can change automatically by day of week (e.g. weekends), by time (e.g. after hours), and remotely for events (e.g. weather messages).	Yes	
Music On Hold	Yes	
911 direct outbound dialing	Yes	
911 outbound call notification to selected City staff by e-mail	Option	<ul style="list-style-type: none"> • Email notification of outbound 911 calls requires Communications Analyst Call Accounting with ESN 911 Alerts. Total purchase price of this option is \$6,671.27. A physical server is also required and is not included in the purchase price. <ul style="list-style-type: none"> ○ When an extension dials 911 the PSAP will receive the caller ID of the extension. The caller ID is matched to a building address that would be pre-defined with the carrier during project planning. • At no additional charge, the proposed NEC SV9100 IP communication server supports E911. When an extension dials 911 the system can notify pre-defined extensions. That notification provides an audible alert and displays the extension number and name of person that dialed 911. • We hope to talk further about this item, and consider an acceptable solution for 911 outbound call notification to selected City staff that does not require the additional expensive of \$6,671.27.
Station Message Detailed Recording (SMDR)	Yes	
Fax/eFax Management / Fax to email / Fax Server	No	Not included in the proposed SV9100. See response in Appendix D Vendor Questionnaire under fax and analog devices.
Enhanced Routing with Failover	Option	The proposed SV9100 can accommodate redundant chassis, CPUs, and Power Supplies. This redundancy can be installed at any of your locations, and these failover locations could be configured with redundant SIP trunks. Further conversation required to determine the exact configuration and cost.
Remote Maintenance/Administration	Yes	
Voicemail	Yes	
Voicemail Box Only (No Handset)	Yes	
Voicemail Caller ID	Yes	
Voicemail Time Stamp	Yes	
Voicemail to Text (E-Mail)	No	Proposal includes voice mail to email, and voice mail appears as a .wav file attachment. Proposal does not include voice mail converted to text.
E-Mail to Voicemail	Yes	Proposal includes voice mail to email. User's see the Caller ID in the email subject line, and click on a .wav file attachment to listen to their voice messages.
Voicemail Forwarding	Yes	
Voicemail Remote Access	Yes	
Handset Features		
Handset power supplied by Power over Ethernet (IEEE 802.3af / at)	Yes	

Handset includes a pass-through gigabit interface <i>(i.e. PC and handset share one Cat6 drop for connectivity)</i>	Yes	
Alphanumeric Display	Yes	
All customizable feature buttons are "self-labeling" <i>(ex. digital display)</i>	Yes	
Call Volume	Yes	
Mute Function	Yes	
Caller ID visible initially and after subsequent transfers	Yes	
Voice Mail Light Indicator	Yes	
Do Not Disturb / Make Busy	Yes	
Agent Availability Status	Option	Agent availability status typically refers to call/contact center agents, and the RFP doesn't address call center functionality. Therefore, I don't think agent availability status is applicable. The SV9100 has the ability to add contact center functionality that would provide agent availability status.
Extension Monitoring	Yes	
Full duplex speakerphone and group paging through speakerphone (intercom)	Yes	
Dynamic directory accessible through handset	Yes	
Speed Dial Capability	Yes	
Call history <i>(inbound / outbound)</i> accessible through handset	Yes	
Find me / Follow me	Yes	
Presence <i>(i.e. busy, away, do not disturb)</i>	Yes	Presence is tied to Unified Communications, and Unified Communications is included for the (4) attendant positions. Unified Communications can easily and economically be added to other users for a one-time cost per user of \$28.37 for a UC Advanced User Upgrade, plus the cost of installation. Unified Communications not only supports presence, but also provides an abundance of other capabilities such as chat that makes workers feel like they are under the same roof, as if they are working in closer proximity to one another. Let's explore UC further.
Basic model courtesy phone available	Yes	
PC attendant console for transferring calls available	Yes	
Sidecar / additional 24 button module available	Yes	8 Button or 60 Button Side Cars Available.
Wired and wireless headsets available	Yes	
Wireless handsets <i>(e.g. DECT)</i> available	Yes	

Appendix F – Pricing Matrix

The following pricing matrix will be utilized in evaluating proposed system and solutions. Respondents will need to complete this pricing matrix (or reproduce it) and include with their proposals. Pricing is for all equipment and services, including servers, switches, telephones, cabling, labor, training, maintenance, etc. All prices on equipment, materials, and labor must be itemized as shown. The pricing must also reflect the cost of shipping and handling or any other cost for implementation. Additionally, the City reserves the right to purchase all or some of the proposed solution.

Equipment (Indicate all hardware including telephones, servers, switches, and software. Provide specification / description sheets for any key pieces of hardware proposed, including all control units, expansion cards, servers, and each type of IP phone.)

Note that Brochures, Specifications, and Description Sheets are included under Tab 10 of this proposal.

Item	Description	Quantity	Unit Price	Total
E-1	NEC SV9100E 12 Phone Package	1	3,828.44	3,828.44
E-2	NEC SV9100 SIP Trunk Software License	24	36.17	868.18
E-3	NEC Rack Mount Kit for SV9100 2U Chassis	1	30.14	30.14
E-4	NEC SV9100 Unified Communications Premium User Upgrade (proposed for attendant positions)	4	114.54	458.17
E-5	NEC GCD-IN Server Blade (For Unified Communications)	1	1507.26	1507.26
E-6	NEC SV9100 Resource Software License	88	6.02	529.80
E-7	NEC SV9100 Standard User Software License	64	36.17	2315.16
E-8	NEC SV9100 MLC Mobile Software License	2	42.80	85.60
E-9	NEC ITY-8LDX-1(BK)TEL NEC Dterm 820 Series VoIP Self Labeling Display Phone	12	0.00	0.00
E-10	NEC ITY-8LDX-1(BK)TEL NEC Standard Phones: NEC Dterm 820 Series VoIP Self Labeling Display Phone	56	156.76	8,778.30
E-11	NEC ITY-6D-1(BK)TEL Courtesy Phones: NEC Dterm 820 Series VoIP Display Telephones	5	126.60	633.01
E-12	NEC DT820 Gigabit Ethernet Software License	68	24.12	1639.90
E-13	Polycom IP 5000 Conference Room Speakerphone	5	384.75	1923.75
E-14	Eaton 5SC1500 Uninterrupted Power Supply	1	493.35	493.35
E-15	OHP-8000 Information On Hold Unit	1	250.00	250.00
			Total	23,341.06

Materials and Incidentals (Indicate cables, cable harnesses, etc.)

Item	Description	Quantity	Unit Price	Total
I-1	Misc. Materials	1	147.25	147.25
I-2	10' RJ45 Cat 6 Patch Cords	78	5.50	429.00
			Total	576.25

Labor

Item	Description	# of Hours	Hourly Rate	Total
L-1	Assemble, Program, & Install SV9100	6.75	114.00	769.50
L-2	Program & Install Voice Mail and Related Automated Attendant Greetings	6	114.00	684.00
L-3	Program, Install Telephone to Existing Cable/Data Network. Provide one year Parts & Labor Warranty	80	86.00	6,880.00
L-4	Install Unified Communications Server Blade and Related UC Server Software Application	3.75	114.00	427.50
L-5	Install UC Attendant Client and provide one year warranty	4	80.00	320.00
L-6	Work with IT Team to ensure Network is ready to deploy the SV9100 IP Communications Platform	5	114	570.00
L-7	Labor to deploy MLC Softphone devices on 4 smart phones	4	114.00	456.00
L-8	Additional overtime charges to cutover system after hours.	18	57.00	1026.00
			Total	11,133.00

Training (Indicate any training that will be at no additional charge.)

Item	Description	# of Hours	Hourly Rate	Total
T-1	System Administrator Training	4	114	456.00
T-2	End User Training	7	94.50	661.50
			Total	1,117.50

Licenses (Provide cost for any licenses required. If discounts are available for multi-year support agreements, please provide this information regarding the length of term and net discount percentage)

Item	Description	Discount	Length of Term	Total
LC-1	5 Years NEC Software Assurance		5 Years	\$2,020.00
			Total	\$2,020.00

Maintenance (Provide annual maintenance costs. If discounts are available for multi-year support agreements, please provide this information regarding the length of term and net discount percentage.)

Item	Description	Discount	Length of Term	Total
M-1	5 Year Hardware Warranty on NEC Equipment. (Provided at no charge if 5 Years of NEC Software Assurance is included in the original purchase agreement.)		5 Years	0.00
			Total	0.00

Other Costs (Provide any other costs that were not identified above.)

Item	Description	Quantity	Unit Price	Total
O-1	Freight	1	160.00	160.00
			Total	160.00

Summary of Pricing Matrix and Additional Comments:

Cost Category	Total
Equipment	\$23,341.06
Materials and Incidentals	576.25
Labor	11,133.00
Training	1,117.50
Licenses	2,020.00
Maintenance	0.00
Other Costs	160.00
Total After NEC Promotions/Discounts	\$38,347.81

Additional Comments:

- Prices shown include NEC Promotions and Discounts which apply to equipment and software purchased and included on the original purchase agreement. The NEC Promotions and Discounts are valid until 5-31-18.
- Labor rate of \$114 as shown in this proposal reflects the labor rate associated with the initial installation. ServiceMark's current labor rate for adds, moves, and changes, and service support after the initial installation is \$130.00 per hour.



REQUEST FOR PROPOSALS

FOR

VoIP TELEPHONE / UNIFIED COMMUNICATIONS SYSTEM

The City of Mission requests proposals by qualified vendors for the above-referenced project. Interested vendors should submit four (4) hard and (1) digital copy of a proposal in a sealed envelope to the City Clerk's office at Mission City Hall, 6090 Woodson, Mission, KS 66202.

**RESPONSES MUST BE RECEIVED BY
FRIDAY, February 23, 2018 at 5:00 P.M.**

Questions regarding this RFP may be submitted in writing to:

Brian Scott, Assistant City Administrator/Finance Director
6090 Woodson Street
Mission, KS 66202
bscott@missionks.org

There will be a mandatory pre-submittal meeting and walkthrough for potential vendors at:
Mission City Hall, 6090 Woodson Street, Mission, KS 66202
Monday, January 29, 2018 - 9:00 A.M. CT

Interested vendors should plan to attend the pre-submittal meeting.

City of Mission

Request for Proposals for VoIP Telephone / Unified Communications System

Table of Contents

Section 1 – Introduction	4
Section 2 – Background	
2.1. City of Mission	4
2.2. Current Telephony Environment	5
2.3. Current Technology / Network Environment	5
Section 3 – Scope of Services	
3.1. Purpose	6
3.2. General VoIP Phone System Requirements	7
3.3. General Features of a VoIP Phone System	9
3.4. Network Assessment	9
3.5. Technical Requirements	9
3.6. Existing Analogue Lines	10
3.7. Cabling Requirements	10
3.8. Redundancy/Failover	10
3.9. Documentation	11
3.10. Transition Plan	11
3.11. Training	11
3.12. Administration / Security	12
3.13. Site Restoration	12
3.14. Site Security	12
3.15. Project Management	12
3.16. Maintenance and Support	13
3.17. Indemnity and required Insurance	13
Section 4 – Submittal Requirements and Timeline	
4.1. Submission of Response	14
4.2. Submission Timeline	15
4.3. Mandatory Pre-Submittal Meeting	15
4.4. Contents of Submittals	15
4.5. Questions and Addenda	17
4.6. General Requirements	18
Appendix A – Mission’s Current Telephony / Network Environment	20
Appendix B – Phone Quantity	21

Appendix C – Phone Locations	20
Appendix D – Vendor Questionnaire	21
Appendix E – Functionality Checklist	28
Appendix F – Pricing Matrix	31
Appendix G – Acknowledgment of Addenda	33

1. INTRODUCTION

The City of Mission is seeking proposals for a **VoIP Telephone / Unified Communications System**.

A full Request for Proposals (RFP) can be obtained from the City's website – www.mission.org. The RFP contains specifications for proposals and requirements for submittal. Any revision to the RFP, or additional information to be provided, will be through addenda published on the City's website. All respondents must verify with their submittal that they have received and considered all addenda.

A mandatory pre-submittal meeting and walk through is scheduled for 9:00 a.m. CT, Monday, January 29, 2018 at Mission City Hall, 6090 Woodson St., Mission, KS, 66202. All parties interested in submitting a proposal should plan to attend.

To be considered, four (4) hard copies and one (1) digital copy of a proposal should be submitted in a sealed enveloped labeled "Phone System" to the City Clerk's Office, Mission City Hall, 6090 Woodson St., Mission, KS 66202 by 5:00 p.m. CT, Friday, February 23, 2017. Any proposals received after this date and time will be returned unopened.

Questions regarding this RFP should be submitted in writing to:

Brian Scott
Assistant City Administrator/Finance Director
City of Mission
6090 Woodson
Mission, KS 66202
bscott@missionks.org

The City will not pay for any information herein requested, nor is it liable for any costs incurred by those responding to this RFP. The City reserves the right to select the proposal that best meets the needs of the City and to waive any informalities, technicalities, or irregularities in the proposal. Proposals that do not meet the stated requirements will be considered in non-compliance and will be disqualified unless the City waives such non-compliance.

2. BACKGROUND

2.1. The City of Mission

The City of Mission (hereafter, City) is a municipal corporation organized under the constitution and laws of the State of Kansas. The City serves a population of approximately 9,300 residents within a 2.87 square mile area located in Northeast Johnson County, Kansas; two miles west of the Missouri/Kansas border.

The City is comprised of five operating departments: administration, community development, police, public works, and parks and recreation. The City has 70 full-time employees and an annual operating budget of \$12 million. Respondents unfamiliar with the City can find more information online at the City's website, <http://missionks.org/>.

There are four primary facilities that the City utilizes for its operations.

- City Hall/Police Department – 6090 Woodson Road
- Sylvester Powell Jr. Community Center – 6200 Martway Street
- Public Works Maintenance Facility – 4775 Lamar Avenue
- Mission Family Aquatic Center – 5930 61st Street

2.2. Current Telephony Environment

The City currently utilizes an Avaya IP 400 system that was originally purchased in 2004. The primary PBX is located at the City Hall/Police Department. A secondary Avaya IP 400 PBX is housed at the Sylvester Powell, Jr. Community Center and communicates with the primary system over a dedicated fiber pair. Two other remote sites, the Aquatic Center and the Public Works facility, use Avaya 4600-series IP phones over the City's common data network (fiber). Both systems have had minimal upgrades since being purchased, and all handsets are original to the purchase.

Until recently, access to the public switch telephone network (PSTN) was through one, copper, primary rate interface (PRI) provided by AT&T with demarcation at the City Hall/Police Department. The City upgraded to AT&T's "IP-Flex Reach" session initiated protocol (SIP) service in the spring of 2017. This service offers 10mb Ethernet access and managed port. Demarcation remains at the City Hall/Police Department.

The City uses a 4 digit direct-inward-dial (DID) plan. Extensions are assigned a DID with the last four digits corresponding to the extension (i.e. 913-676-xxxx and 913-722-xxxx). The City does not operate a public safety answering point (PSAP or 911 dispatch) or call center (i.e. for utilities).

2.3. Current Technology / Network Environment

Network: See [Appendix A](#). The City's three remote facilities - the Mission Family Aquatic Center (MFAC), the Sylvester Powell, Jr. Community Center (SPJCC), and the Public Works Facility (PW) are interconnected by dedicated fiber pairs owned and operated by Johnson County government on behalf of the City. The City's primary data equipment room is within the City Hall/Police Department.

It is anticipated that Johnson County will configure a VLAN on the City's network that all phone system components will be addressed upon, regardless of location. Each equipment room has a UPS that is anticipated to provide sufficient capacity for vendor's equipment, and all facilities, except the MFAC, are equipped with generator backup power. Sufficient rack capacity should be available for vendor's patch panels and telephony equipment. It is expected, however, that the selected vendor will verify this situation and provide specifications for needed equipment where deficiencies exist as part of the final agreement negotiations.

Servers: The City has four primary servers operating on the network. These servers will be replaced prior to the implementation of this project. The servers function in a VM environment. The City desires, however, to maintain the phone system independent of

other City resources. Thus, the successful respondent should be prepared to provide any physical server(s), and affiliated licensing, including Windows Server licensing, necessary for the system to operate. Servers shall be installed in the City's data equipment room at the City Hall/Police Department.

Software: The City's desktops use a combination of Windows 7 and 10. Full migration to Windows 10 for all desktops is being considered, but no time frame is set. The City utilizes Google Docs as its e-mail, communications, and productivity software package. The City may migrate to Office 365 in the future, but there is no firm timeline in place for this. Solutions provided (e.g. operator softphone, voicemail to email) must be compatible with both Windows 7 and Windows 10, not rely on a specific productivity software package (i.e. *not* based on Outlook / Lync), and not require on-site integration (e.g. with an Exchange server).

Cabling: All four of the City's primary facilities have Category 5 or better cabling. The City is, however, undertaking a comprehensive effort to upgrade cabling for these facilities to support the telephony/data solution being sought as well as an IP based video surveillance system that is being sought. The cabling is being addressed through a separate RFP that is being issued at the same time. It is expected that the selected respondent for this RFP will work in conjunction with the selected respondent for the cabling RFP (if different) to ensure locations and specifications.

3. SCOPE OF SERVICES

3.1. Purpose

The City is seeking proposals for solutions to replace the City's existing Avaya phone system with a voice over internet protocol (VoIP) based phone system that can be integrated with the City's existing data system so as to provide features that are common with a unified communications system.

Proposed solutions should reflect a complete replacement of the City's existing Avaya phone system as the City is not interested in upgrading, fixing, or otherwise integrating any part of the existing system.

The system will operate over the City's existing data network so as each of the City's primary facilities, and end users at those facilities, are able to access all the features and functionalities offered by the proposed solution including system directories, class of service for telephony capabilities, and trunk group access.

It is the intent of this RFP that the successful Respondent (hereafter, Respondent) will provide a complete end-to-end solution. Working with the Johnson County Department of Technology and Innovation (DTI) and other outside contractors, the respondent will provide all system architecture and design, planning, installation, network analysis, training and post

installation support for the project. If the Respondent utilizes any subcontractors for any part of the system architecture, design, planning, installation, or support, it should be understood that the Respondent will be the sole responsible party for these activities. The City's goal is to establish a relationship with a single-point-of-contact for all support necessary for the successful implementation and on-going maintenance of the proposed solution.

3.2. General VoIP Phone System Requirements

The City, in requesting this type of system, desires to take advantage of the benefits that a VoIP phone system can provide. The new telephone, voicemail, and unified messaging system should provide a uniform communication system for all of the City's primary facilities, and should be expandable at the convenience of the City. The new system must provide a single system in terms of dialing, feature access, and administration.

Vendors should note that the City's compliance strategy with the stipulations of the Kansas Bureau of Investigations (KBI) for law enforcement agencies require that the system be provided on-site. To this end, hosted PBX solutions will not be considered.

3.3. General Features of a VoIP Phone System

The list below provides a baseline and starting point for the expected operations of the system. The City expects the successful Respondent will have had experience with companies and organizations of the City's size and scope, and will be able to provide consulting advice, input, and insight into what other organizations are using, and to provide suggestions that will enhance the usability and functionality of the system. Respondents will be asked to indicate in their response which of these specific features their proposed solution offers and additional cost if applicable.

System Features:

- Delivered with the capacity to service at least 125% of initial number of stations installed
- Direct Inward Dial (DID)
- Extension Dialing Within the Network
- Voice Mail
- Call Parking
- Call Waiting
- Call Hold / Release
- Music on Hold
- Call Forward Capability to External Numbers
- Call Recording On Demand
- Share Extension on Multiple Phones
- Group Call Pick-up
- Make / Add / Drop Conference

- Conference bridging for internal and external
- Hunt / Ring groups, including group ring and sequential ring (*e.g. hunt / rotary*)
- Touchtone auto attendant (*voice processing / interactivity not required*)
- Attendant and routing can change automatically by day of week (*e.g. weekends*), by time (*e.g. after hours*), and remotely for events (*e.g. weather messages*).
- 911 direct outbound dialing
- 911 outbound call notification to selected City staff by e-mail
- Voicemail-to-email compatible with Gmail and Microsoft Exchange
- Station Message Detailed Recording (SMDR) to the individual extension
- Fax/eFax Management / Fax to email / Fax Server
- Enhanced Routing with Failover
- Remote Maintenance/Administration

Handset Features:

- Handset power supplied by Power over Ethernet (*IEEE 802.3af / at*)
- Handset includes a pass-through gigabit interface (*i.e. PC and handset share one Cat6 drop for connectivity*)
- Full duplex speakerphone and group paging through speakerphone (intercom)
- All customizable feature buttons are “self-labeling” (*ex. digital display*)
- Caller ID visible initially and after subsequent transfers
- Voice Mail Light Indicator
- Dynamic directory accessible through handset
- Call history (*inbound / outbound*) accessible through handset
- Find me / Follow me with Remote Programming
- Enhanced User Forwarding
- Presence (*i.e. busy, away, do not disturb*)
- Shared / Multiple Call Appearance
- Distinctive caller ring tones (internal, external, and individual)
- ADA compliant and hearing aid compatible

Other handsets and accessories:

- Basic model courtesy phone available
- PC attendant console for transferring calls available
- Sidecar / additional 24 button module available
- Wired and wireless headsets available
- Wireless handsets (*e.g. DECT*) available

Administration:

- Role-based system administration

- Lightweight Directory Access Protocol (LDAP) / Active Directory integration
- End users should be able to self-administer their account and configure their handset (*i.e. set feature buttons*) through a web browser
- System administration should be via a Windows graphic user interface (GUI) application or browser

3.4. Network Assessment

The City of Mission understands, and expects, that the Respondent will need to conduct a full network assessment to determine the viability of integrating and installing the new voice system onto the existing data network. The needs and expectations of a converged network do place different requirements on the network in terms of quality of service, packet prioritization, cable quality, termination specifications, etc. In addition, the City is in the process of securing an IP based video surveillance system, which will operate across the network as well. Although the City believes that its network is “voice ready,” the Respondent must perform a full network assessment to verify such and determine, if any, network updates or quality mitigation process that must be achieved in order to support the new converged voice/data system. Respondent will provide all results of the assessments including necessary network maps, specification thresholds, specific problem areas, and the recommended solution and cost for each.

3.5. Technical Requirements

The Respondent must provide a complete system design showing the integration of the voice network into the data network. Further, the Respondent must provide a methodology for assuring voice quality through the system.

Core system servers, switches, call managers, and other equipment will be installed in the data equipment room at the City Hall/Police Department. Such equipment for other primary facilities will be installed in a secured equipment room at such facility. It is expected that the Respondent will provide recommendations for the placement of the equipment in the appropriate network racks or cabinets. If the amount of rack space is insufficient, the Respondent shall make sure additional racks are identified in the proposal.

The Respondent will program the system to conform with City-provided specifications and documentation, including call flow diagrams, user and extension lists, and lists of administrators.

The Respondent will coordinate directly with the City’s contract IT provider, Johnson County, to plan cutover; configure network routing and VLANs, server instances, Active Directory integration, remote access for vendor support, etc.; and ensure that the City’s network enables toll-quality voice performance compliant with manufacturer’s recommendations. The City will facilitate work between the Respondent and Johnson County DTI.

3.6. Existing Analogue Lines

The City has a number of multifunction devices that are used for analog fax. The City is also considering other changes to fax handling, including private fax inboxes for certain sensitive users, such as Human Resources personnel. The Respondent must make provisions in the system design to ensure that these lines remain functional, or that an alternative solution acceptable to the City is provided.

3.7. Cabling Requirements

As stated above, all four of the City's primary operating facilities have Category 5 and/or Category 6 cabling. The City is seeking proposals through a separate RFP for re-cabling City facilities with Category 6 CPM for the purpose of supporting a new VoIP phone system and IP based security camera system. The Respondent should be prepared to work with the selected vendor (if different) to ensure that specifications and locations for termination are correct. However, possible renovation of the City Hall/Police Department may necessitate delaying any cable upgrades. Given this, the network assessment should include the cost to test existing network cabling at the City Hall/Police Department.

The Respondent will provide cable from the wall-jack to the phone. As the installation is expected to be "in-line" with the handset/endpoint existing between the wall-jack and the computer, any additional cabling will be provided by the Respondent.

The Respondent will be responsible for wiring connections from the new VoIP phone system to any equipment utilizing the VoIP phone system.

The Respondent will be responsible for re-termination of services from existing system to the new VoIP phone system.

3.8. Redundancy/Failover

It is the intent of this proposal to have a system that has failover capabilities in case of system failure and to have an acceptable level of redundancy in case of power failure or other incident. Respondent will provide a solution to assure that system is operational 24/7. It is the City's intent to explore the possibility of installing another back-up system at another location that calls can be automatically rerouted to in the event of a main system failure.

The Respondent will warrant that, in the event of a power outage, the installed combination of Respondent and City equipment shall provide at least two hours of uninterrupted phone operation time, except at the Mission Family Aquatic Center. Respondents must identify any additional equipment that may be necessary for the City to provide in order to guarantee the minimum two hour time.

3.9. Documentation

Respondent will provide two complete sets, and one digital copy, of documentation showing call handling and device addressing schemes, an initial inventory of equipment for each completed location including model and serial number of phones, switches and routers, as well as any other relevant equipment. Any manuals and training materials should also be included.

3.10. Transition Plan

The City expects the installation of the new system to have little to no impact on existing operations. Respondent is expected to have experience in this area and to provide the City with a plan to accomplish this as follows:

- Create a design to move the units off the old system to the new system with minimal disruption to staff and to create a preplanned schedule for notification purposes.
- Provide for all hardware and software to be tested prior to go-live to eliminate at go-live any time used by out-of-box failures.
- Provide (and validate) parallel process to migrate the City from the old to new system.
- Coordinate directly with the City's contract IT provider, Johnson County DTI to plan set-up, installation, and cutover.
- Provide a representative(s) that is knowledgeable about the solution to be on site at the time of cut-over, and the first day of use to address questions and help staff with adjusting to the new system.

All documentation, installation, reports and materials must be provided to the City prior to commencement of installation, followed by submission of any Moves, Adds, and Changes (MACs).

3.11. Training

The Respondent must provide a comprehensive training plan that incorporates multiple levels of training for City staff. While it is expected that all employees will receive training on the usage of the new systems, the City may choose to have a group of internal trainers undertake training with the Respondent and then provide instructions to general users.

It is expected that the training will occur on-site at City facilities during normal business hours. Methods, times, places for training will be arranged as part of the project contract award. City staff will work with the Respondent to develop a training plan that best meets needs. At a minimum, however, it is expected that the Respondent will provide three sessions for general phone users, one session for phone-intensive users, and one session for system Administrators.

The respondent must provide manuals and operational handbooks for all system components in either print and/or electronic format to the City as part of the project.

3.12. Administration / Security

City staff will administer the system. Installation of the new VoIP system will include training for staff in system administration.

Remote administration of the system must be available to staff. The respondent will need to supply all additional equipment and software needed for system programming and operation.

The system shall also have security set features built in that allow the Administrator to remotely administer security levels of users. It shall fully integrate with the City's Active Directory and will allow the Administrator to control class of service and class of restriction. The Respondent must supply all system level passwords to the City.

3.13. Site Restoration

At the completion of the project the Respondent will remove all waste, excess materials, rubbish debris, tools and equipment resulting from or used in the services identified in this document. In addition, all old phone handsets and phone equipment should be removed from each of the facilities at no cost to the City.

Respondent should identify in the proposal any residual value that may exist in the current phone system (including handsets) that the City could receive, or a discount that the City may take off the new system for such residual value.

3.14. Site Security

The City's primary data room is located within the Police Department. KBI requirements stipulate that the Police Department be locked-down at all times, and that those within the police department have a badge indicating that they are authorized to be in the area. Such authorization will require background check and fingerprinting of Respondent's employees that are working in this area.

3.15. Project Management

Respondent is expected to provide a project manager for this installation that will interface and become the main contact with the Respondent for the duration of the project. This project manager will be assigned to the City throughout the life of the project. The City reserves the right to request a change in project management based on performance.

3.16. Maintenance and Support

Respondent shall provide the City with a complete listing of available services and support plans. These shall include the range of offered services including all levels of support plus the escalation plan. As follows:

- An itemized list of services for each site.
- Ongoing maintenance costs.
- Forecast any increase for 2-3 years for hardware, software maintenance, and licensing needs
- Detail of local support, hours or limits of coverage for service and repairs.
- Maintenance plan options with one hour or less response times.
- Software upgrade plans inclusive in Maintenance.

After Year 1, the City will consider entering into an annual service agreement with the installing vendor. The agreement should provide:

- Timely maintenance of the installed phone system, with emergency response within 4 hours, 24x7, for major failures of the phone system (e.g. those that disrupt telephony services for at least one building);
- Timely and proactive installation of new software revisions published by the manufacturer and any necessary configuration maintenance complimentary to the update, at no additional cost to the City and requiring no request by the City;
- Preferential time and material rates, including MAC requests.

Provide a full warranty for all hardware and software for no less than one year as a component of the base bid, including maintenance and support at the levels described above. The warranty shall include all labor, materials, travel, and all other applicable costs to maintain the system as delivered. The vendor shall be the City's sole point of contact for any warranty service or replacement, and shall be responsible for coordinating any services provided by the manufacturer or third parties.

3.17. Indemnity and Required Insurance

The selected Respondent shall indemnify and hold harmless the City, its officers and employees from any and all liability, loss or damage, including attorney fees and costs of defenses, the City may suffer as a result of claims, demands, suits, actions or proceedings of any kind or nature, including worker's compensation claims, in any way resulting from or arising out of the operations of the respondent under this contract; and, at his own expense, appear, defend, and pay all fees of attorneys and all costs and other expenses arising therefrom or incurred in any such action, the respondent shall, at his own expense, satisfy and discharge same.

Furthermore, the respondent shall maintain insurance coverage in the following amounts:

<u>Type of Insurance</u>	<u>Limit/Ea. Occurrence</u>	<u>Limit/Aggregate</u>
General Liability		
• Bodily Injury	\$1,000,000	\$2,000,000
• Property Damage	\$1,000,000	\$2,000,000
• Contractual Insurance	\$1,000,000	\$2,000,000
Professional Liability	\$3,000,000	\$3,000,000
Automobile Liability		
• Bodily Injury	\$1,000,000	\$1,000,000
• Property Damage	\$1,000,000	\$1,000,000
Worker's Compensation		
• Employee Claims	Statutory for Kansas	
• Employer's Liability	\$1,000,000 per accident	
	\$1,000,000 disease – policy limit	
	\$1,000,000 disease – each employee	

Workers' Compensation policies should include a "Waiver of Subrogation" in favor of the City of Mission.

All insurance carriers should carry a minimum rating of A- X (rated by A.M. Best).

Vehicles, equipment and property used by the respondent shall be the property of the respondent and insured as such. The City Mission will not be responsible for any damage that may occur to such items.

4. SUBMITTAL REQUIREMENTS AND TIMELINE

4.1. Submission of Response

Those desiring to submit a response to this RFP shall **submit four (4) hard copies and one (1) digital copy of their proposal to the City Clerk's Office by no later than 5:00 p.m. CT, Friday, February 23, 2018.** Submission should be clearly marked "Phone System" and addressed to:

City Clerk
City of Mission
6090 Woodson St.
Mission, KS 66202

Submissions received after the date and time stated in this RFP shall not be considered. Any submissions received after the deadline shall be returned unopened providing the entity submitting the response is identified on the response envelope.

4.2. Submission Timeline

The following is a list of key dates for consideration of proposals:

Event	Date
Issuance of RFP	Wednesday, January 17, 2018
Pre-Submittal Meeting	Monday, January 29, 2018
Last Day for Issuance of Addenda	Friday, February 16, 2018
Due Date for Submittals	Friday, February 23, 2018
Initial Review of Submittals	Monday, February 26, 2018
Interviews (if needed)	Monday, March 5, 2018
Selection of Vendor and Finalize Contract	Monday, March 12, 2018
City Council Consideration	Wednesday, April 4, 2018
Notice to Proceed Issued	Monday, April 23, 2018

4.3. Mandatory Pre-Submittal Meeting and Walkthrough

Vendors interested in responding to this RFP must attend a mandatory **pre-submittal conference and walkthrough to be held on Monday, January 29, 2018 at 9:00 a.m.** The meeting will be at the Mission City Hall – 6090 Woodson, Mission, Kansas 66202.

The purpose of the meeting is to visit and observe the conditions at the City Hall/Police Department and the other primary facilities of the City. This will also be an occasion to ask questions regarding any aspect of the City's operations, the telephony and/or network environment, and the RFP itself. Attendance at this meeting is mandatory as it will place the City on notice of the Respondent's interest, guarantee that Respondents will receive future addenda, and ensure that everyone has an understanding of the Request for Proposals.

Questions and answers will be recorded at the meeting and sent to all participants within three (3) days after the second meeting.

4.4. Contents of Submittals

To be considered for selection, proposals shall be (1) clear and concise, (2) responsive to all RFP requirements, and (3) presented in the form of a written report with the following subheadings clearly marked:

1. Cover Letter
2. Experience of the Firm
3. Project Team Organization
4. References
5. Project Approach
6. Appendix D – Response to Vendor Questionnaire
7. Appendix E – Response to Functionality Checklist
8. Appendix F – Completed Pricing Matrix
9. Appendix G – Acknowledgement of Addenda

4.4.1. Cover Letter (Limit One (1) Page)

Submit a cover letter signed by an individual authorized to obligate the Respondent to fulfill the commitments contained in the proposal. The letter must include the following: (1) a contact for all communication pertaining to the proposal (including name, position, address, direct phone number and email); (2) a statement of the Respondent's understanding of the scope of services to be provided and overall ability and qualifications to successfully fulfill the scope of services; and (3) acknowledgment by Respondent that it meets all requirements for award of a contract.

4.4.2. Experience of the Respondent / Statement of Qualifications (Limit Two (2) Pages)

Provide a brief description of the Respondent including length of time in business, services provided, and any certifications and/or affiliations that may be relevant. Provide sufficient information in the proposal for the selection committee to evaluate the ability and experience of the Respondent to successfully fulfill complete the scope of services.

4.4.3. Project Team Organization (Limit Two (2) Pages)

Describe the Respondent's team that is being proposed for the project. In particular, describe how the proposed team will be organized to provide the requested scope of services. If any sub-consultants are proposed, indicate who these are and if they have a track record of successful projects with the Respondent.

4.4.4. References (Limit Two (2) Pages)

List the most significant projects (maximum of 5) performed in the last five years that are similar to the project described in this RFP. State, local, and educational entities located within the Kansas City area are highly preferred.

Indicate the date, scope of services, and total cost of the projects; and the name and telephone number of the principal client contact. The City reserves the right to contact the clients listed to perform reference checks.

4.4.5. Project Approach (Limit Four (4) Pages)

Provide a detailed description of the solution (including equipment, services, methodology for implementation, and on-going support) that the Respondent proposes to fulfill the scope of services as outlined in this RFP.

4.4.6. Appendix D – Response to Vendor Questionnaire

Respondents should include in their proposal a response to the Vendor Questionnaire as found in Appendix D.

4.4.7. Appendix E – Response to Functionality Checklist

Respondents should include in their proposal a response to the Functionality Checklist as found in Appendix E of this RFP.

4.4.8. Appendix F – Response to Pricing Matrix

Respondents should include in their proposal a response to the Pricing Matrix as found in Appendix F of this RFP.

The City of Mission is exempt from paying any and all sales tax or use tax. The City will provide a project tax exemption certificate issued by the Kansas Department of Revenue to the successful respondent for the purpose of purchasing any equipment, supplies or labor associated with this project.

4.4.9. Appendix G – Acknowledgement of Addenda

Respondent should a completed and signed Acknowledgement of Addenda as found in Appendix G of this RFP.

4.5. Questions and Addenda

Questions regarding this RFP may be addressed to:

Brian Scott
Assistant City Administrator/Finance Director
6090 Woodson
Mission, KS 66202
bscott@missionks.org

Questions must be submitted in writing.

Any addenda will be sent to all that attend the mandatory pre-submittal with answers to further questions or clarifications of the RFP. Addenda will be posted on the City's website as well.

The last date for addenda to be issued will be **Friday, February 16, 2018**, except for an addendum extending the date of submission or withdrawing the RFP.

4.6. General Requirements and Stipulations with Submission

The City reserves the right to reject any or all submissions and to waive any minor informality, technicality or irregularity in any submission.

All responses, and related reference information, submitted in response to this RFP will become the property of the City and will not be returned. Each Respondent submitting a response waives any right of confidentiality as to the response documents. If a Respondent submitting a response considers certain material in the response proprietary information, it shall clearly designate those portions of the response it wishes to remain confidential. As a public entity, the City is subject to making records available for public disclosure. The City will attempt to maintain confidentiality of material marked proprietary; however it cannot guarantee that information will not be made public.

The City reserves the right to (1) accept or reject any and all submissions and to waive any technicalities or irregularities involving any submission and to cancel the RFP process at any time prior to entering into an agreement, (2) not award a contract for any or all of the services that are the subject of this RFP process, (3) negotiate contract terms acceptable to the City with the Respondent and (4) disregard all nonconforming, non-responsive or conditional submissions.

During the evaluation process, the City reserves the right to request additional information or clarifications from those Respondents submitting proposals and to allow corrections of errors and/or omissions.

Submission of a proposal indicates acceptance by the Respondent submitting the proposal of the terms, conditions and specifications contained in this RFP to include any contract requirements set forth herein.

The City will not pay for any information herein requested, nor is it liable for any costs incurred by those Respondents submitting proposals. The City reserves the right to select the submission that will best meet the needs of the City. Submissions that do not meet the stated requirements will be considered in non-compliance and will be disqualified unless the City waives such non-compliance.

No submission may be withdrawn for a period of ninety (90) days from the date set for the opening thereof.

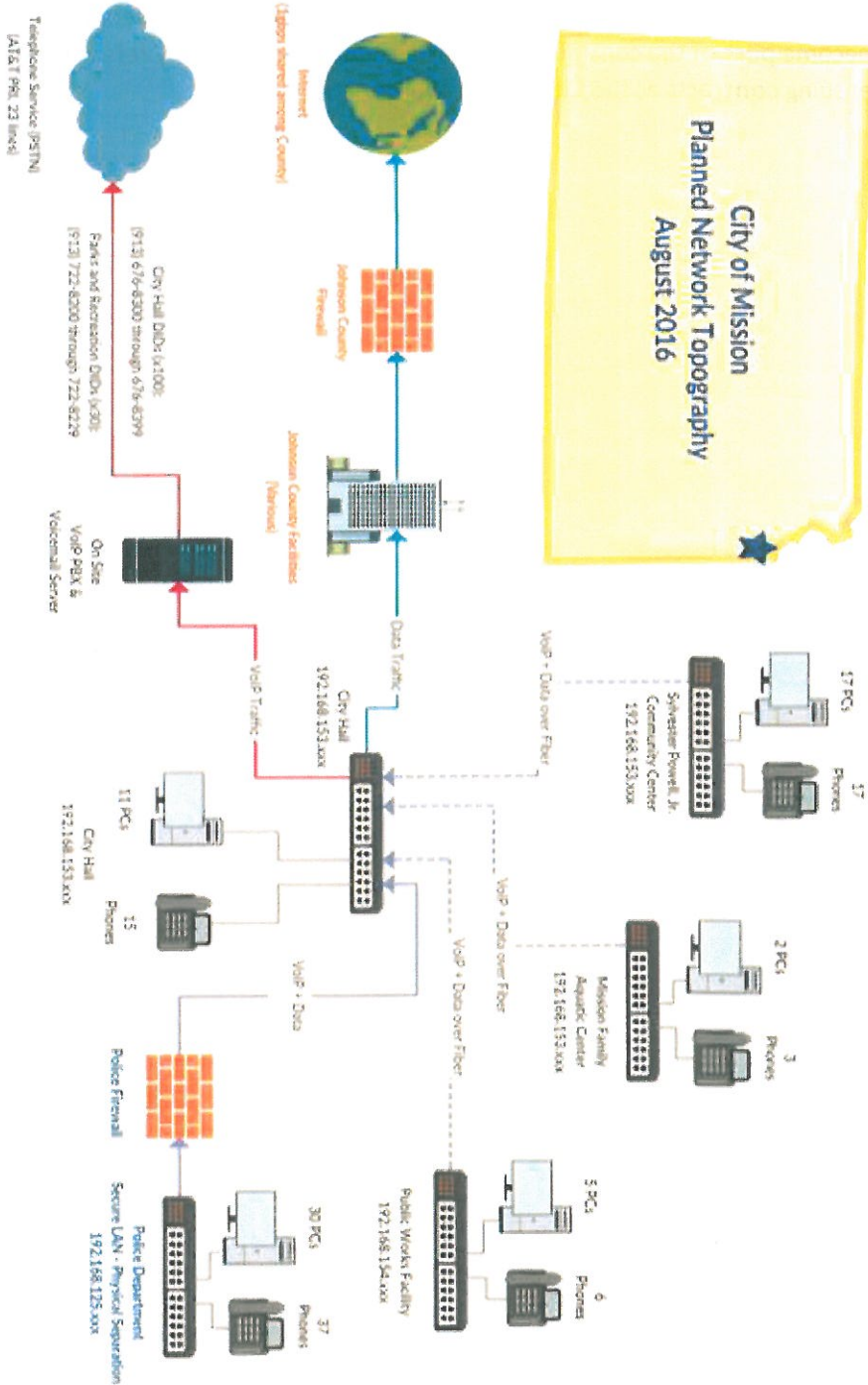
By submission of a response, each Respondent submitting a proposal certifies and acknowledges that:

- a. It has not paid nor agreed to pay any person, other than a bona fide employee, a fee or brokerage fee resulting from the award of the RFP.
- b. The City may, by written notice to the respondent submitting the response, reject the RFP or cancel any award under this RFP if it is found by the City that gratuities, in the form of entertainment, gifts or otherwise were offered or given to any representative of the City with a view toward securing an agreement or other favorable treatment with

respect to this RFP or the entity submitting the response participated on collusion with another entity to restrain or eliminate competition.

- c. The contents of this RFP and any clarifications distributed or issued by the City shall become part of the contractual obligation and incorporated by reference into the ensuing contracts as the City deems appropriate.

Appendix A – Mission’s Current Telephony/Network Environment



Appendix B – Phone Quantity

The following table indicates the quantity of phones that the City is seeking. For purposes of comparison in evaluating the proposals, Vendors must present proposals based on these numbers. The City will work with the selected Vendor to evaluate the needs of the City and verify a final number as part of the award of contract.

REQUESTED QUANTITIES	
Item	Quantity
Standard Desk IP Phone	City Hall: 12 Police Department: 31 Community Center: 13 Aquatic Center: 2 Public Works: 4 Programmed Spares: 2 Total: 64
Lobby / Courtesy IP Phone	5
Conference IP Phone	5
Receptionist IP Phone	4
Cordless IP Phone	2
Total # of Phones	80
Fax machines gateways	5

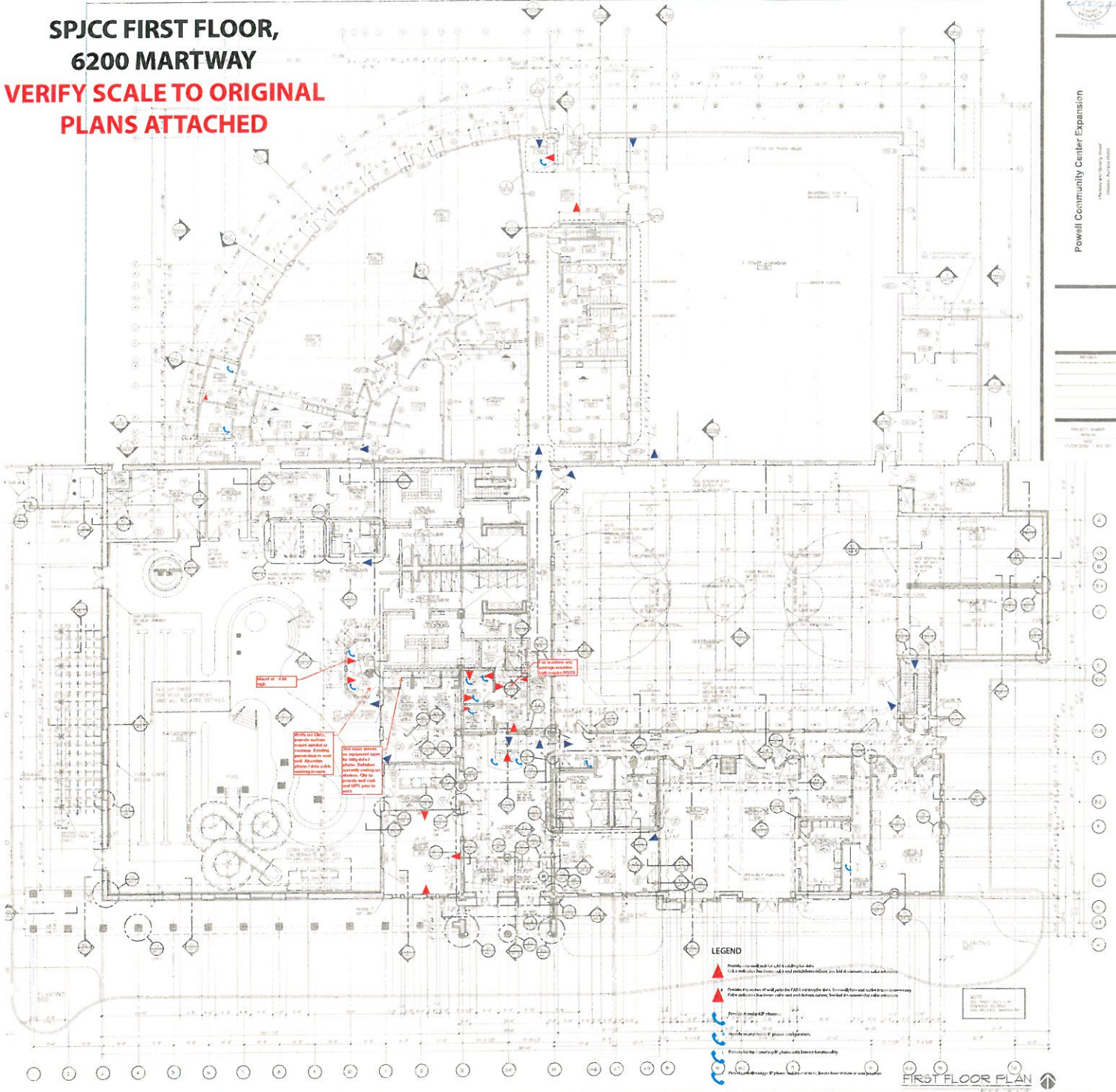
Appendix C - Phone Locations

Appendix C indicates the proposed locations for phones at each facility. Both of these appendixes are to serve as a basis for the development of proposals. Actual phone, specifications, and location will be finalized as part of the award of contract.

**SPJCC FIRST FLOOR,
6200 MARTWAY
VERIFY SCALE TO ORIGINAL
PLANS ATTACHED**



Powell Community Center Expansion
Hastings+Chivetta
Mission, Kansas 66202



EXISTING WALLS TO REMAIN
NEW WALLS TO BE ADDED
DOORS TO BE ADDED
WINDOWS TO BE ADDED

- LEGEND**
- ▲ Existing walls to remain
 - ▲ New walls to be added
 - ▲ Doors to be added
 - ▲ Windows to be added

Hastings+Chivetta
1000 North Main Street
Mission, Kansas 66202
Tel: 785.462.2200
Fax: 785.462.2201
www.hastingschivetta.com

**POWELL COMMUNITY CENTER
MISSION, KANSAS**

NO. 1000
DATE: 01/15/10
BY: JCH
SCALE: AS SHOWN
SHEET NO. **A2.1**

1. ALL RIGHTS RESERVED. THIS DOCUMENT IS THE PROPERTY OF DAVIDSON BROWN AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM.

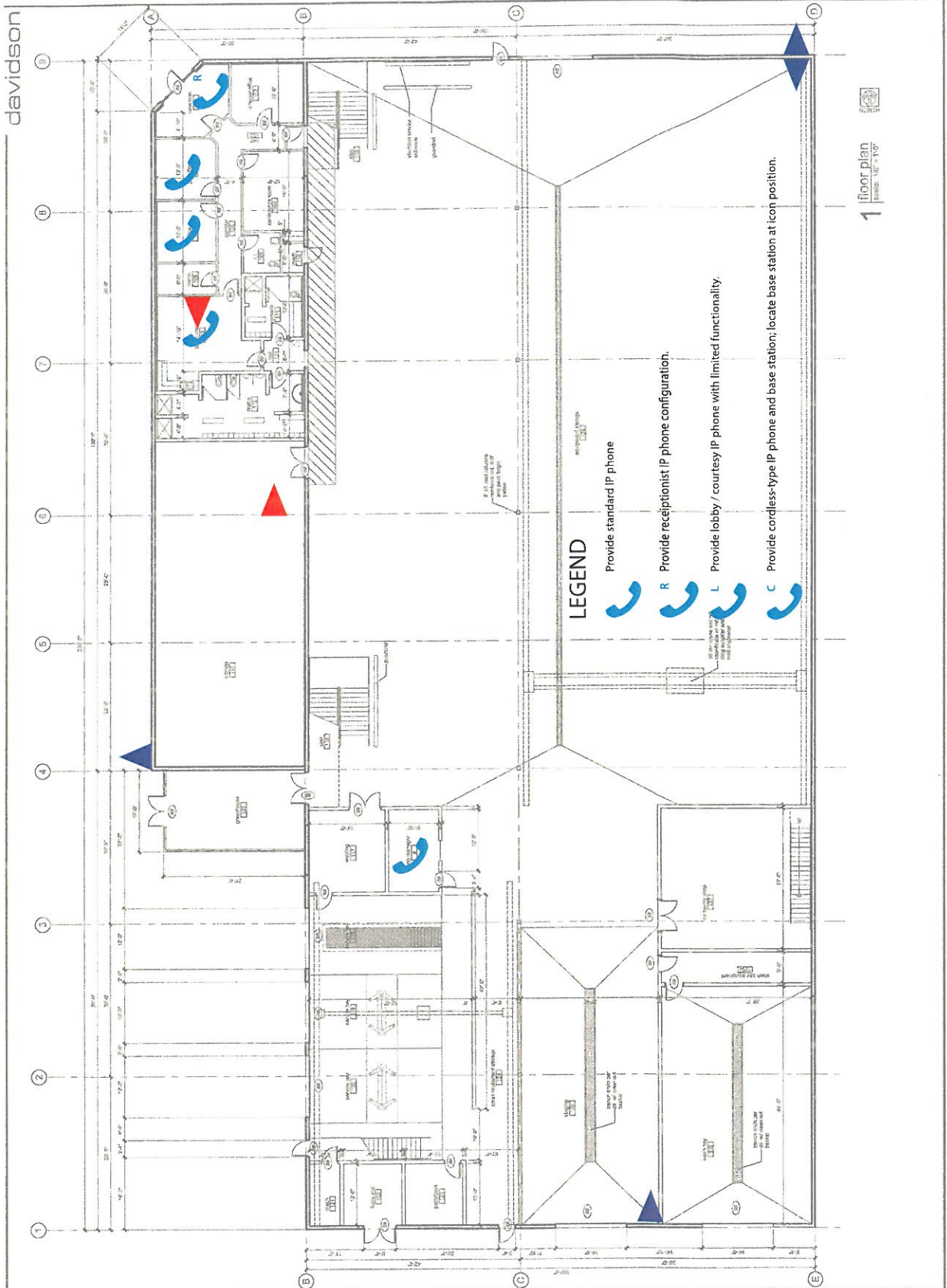
Public Works Facility

A Proposed New

DESIGN BY DAVIDSON BROWN
DESIGNED BY DAVIDSON BROWN
CHECKED BY DAVIDSON BROWN
DATE 08/20/2014

Lamer Ave.

for the City of Mission, Kansas



LEGEND

Provide standard IP phone

R Provide receptionist IP phone configuration.

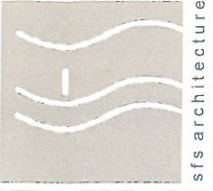
L Provide lobby / courtesy IP phone with limited functionality.

C Provide cordless-type IP phone and base station; locate base station at icon position.

A2-1

1 floor plan
SCALE: 1/8" = 1'-0"

PROJECT NUMBER: 14-001
SHEET NUMBER: A2-1
DATE: 08/20/2014



CITY OF MISSION, KANSAS
5930 W. 61st Street Mission, Kansas 66202



MISSION AQUATIC CENTER
FLOOR PLAN - BATH HOUSE

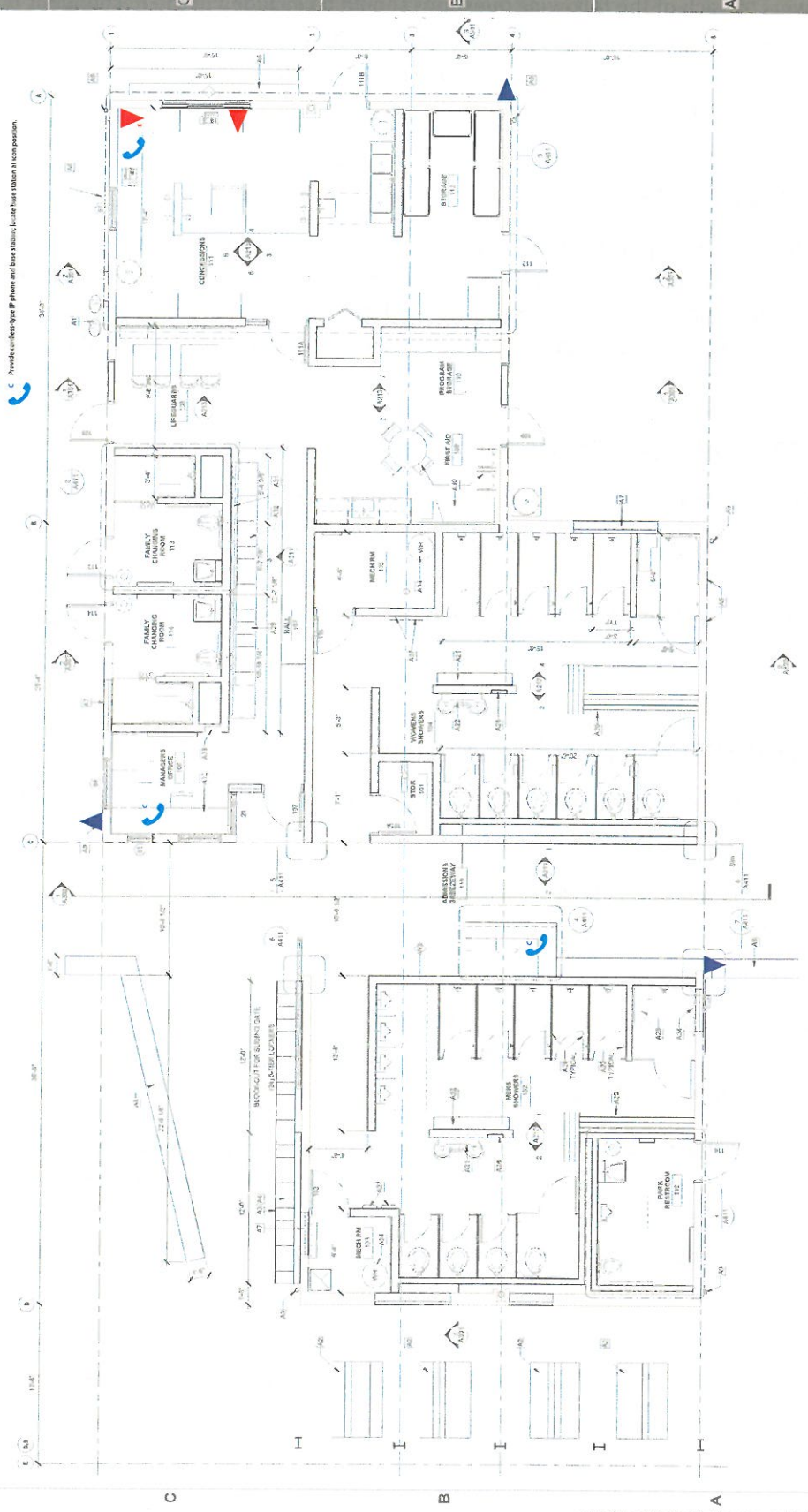
A111

- KEYED NOTES - FLOOR PLAN - BATH HOUSE**
- LEGEND**
- ▲ Provide one wall jack for CAT 6 cabling for data.
 - ▲ Color indicates hardware color and finish termination. Use callouts for color reference.
 - ▲ Provide number of wall jacks for CAT 6 cabling for data. See wall face and outlet boxes as necessary.
 - ▲ Color indicates hardware color and finish termination. Use for documents for color reference.
 - Provide standard IP phone
 - Provide receptionist IP phone configuration
 - Provide lobby / conference IP phone with limited functionality
 - Provide wireless type IP phone and base station/locate base station at room position.

- KEYED NOTES - FLOOR PLAN - BATH HOUSE**
- A18 RECESSED COMBINATION UNIT, BASKETS, TAPS AND WASTE RECEPTACLE. REFERENCE SPECIFICATIONS
 - A19 LOCKERS BELOW SOLID SURFACE COUNTER TOP. REFERENCE SPECIFICATIONS.
 - A20 WANDURE BY OWNER
 - A21 ALUMINUM BRANCHES ANCHORED TO FLOOR. REFERENCE ELEVATIONS.
 - A22 FOUR SPOUT WASH FOUNTAIN WITH BUILT-IN SOAP DISPENSER. REFERENCE SPECIFICATIONS
 - A23 ACCESSIBLE SHOWER GRAB BAR. REFERENCE SPECIFICATIONS.
 - A24 SHOWER STALL PARTITIONS. REFERENCE SPECIFICATIONS
 - A25 ELECTRIC HAND DRYER. REFERENCE MEP.

- KEYED NOTES - FLOOR PLAN - BATH HOUSE**
- A3 CAST-IN-PLACE CONCRETE SEAT WALL WITH 1" CHAMFERED EDGES ALL SIDES. SAND BLAST FINISH AFTER CASTING. NEW DOWNSPROUT TO TIE INTO STORM SEWER REFERENCE SPECIFICATIONS.
 - A4 ALUMINUM BRANCHES ANCHORED TO FLOOR. REFERENCE ELEVATIONS.
 - A5 STAINLESS STEEL SHELF AT 30" AFF WITH NIBB/CR ABOVE.
 - A6 FOUR SPOUT WASH FOUNTAIN WITH BUILT-IN SOAP DISPENSER. REFERENCE SPECIFICATIONS
 - A7 ACCESSIBLE SHOWER GRAB BAR. REFERENCE SPECIFICATIONS.
 - A8 SHOWER STALL PARTITIONS. REFERENCE SPECIFICATIONS
 - A9 ELECTRIC HAND DRYER. REFERENCE MEP.

- KEYED NOTES - FLOOR PLAN - BATH HOUSE**
- A1 DUAL HEIGHT ACCESSIBLE DRINKING FOUNTAINS STAINLESS STEEL FINISH
 - A2 OUTDOOR FURNITURE BY OWNER
 - A3 LOCKERS SET ON CONCRETE CURB. PROVIDE SLOPED TOP BACK CURBS AND FILLET PANELS AT MEET END BETWEEN BACK CURBS AND FILLER PANELS AT MEET END BETWEEN EXTERIOR INTERIOR INFILL SHALL ALIGN TO FORM A FINISH LINE WITH EXTERIOR INFILL SHALL BE RECEIVED 1/2" FROM EXTERIOR FACE OF MASONRY.
 - A4 1" DEEP STAINLESS STEEL SHELF ANCHORED INTO EXISTING MASONRY.
 - A5 INFILL EXISTING OPENINGS WITH SALVAGED MASONRY.



FLOOR PLAN
A1 - 11/11/17

Appendix D – Vendor Questionnaire

Answers to each of the following questions should be included in the Respondent proposal in the format as presented. Questions not answered may constitute an incomplete proposal and subject to rejection. In addition to written proposals, the City may interview one or multiple vendors prior to entering into negotiations with a vendor to perform the work.

PURPOSE OF THE RFP

Single Point of Responsibility / Accountability: The City's expectation is to have a single point of contact (i.e. a single point of authority and a single point contracting entity for this project). This is of a critical nature for this RFP; a contract will NOT be awarded to a vendor who does not have this single point of accountability. Indicate your understanding and compliance with this requirement.

GENERAL VoIP PHONE SYSTEM REQUIREMENTS

Uniform Communication System: Indicate that the proposed system is a single, uniform communication system providing telephone, voicemail, and unified messaging for all of the City's primary facilities.

Expansion Capability: Indicate the extent to which the proposed system can be expanded to meet the future needs of the City.

GENERAL FEATURES OF A VOIP PHONE SYSTEM

General Features of VoIP Phone System: Indicate the proposed system's ability to provide the features that the City is seeking in a system by completing Appendix E – Functionality Checklist.

System Configuration: Indicate if the user self-configuration and Administrator configuration are accessible from throughout the City's network, including both inside and outside the Police Department firewall.

E911: Indicate whether the system can be programmed to provide E911 location information to the Public Service Answering Point (PSAP) with data no less specific than identifying the correct building; comply with any additional state and federal requirements for E911 location specificity.

Fax and Analog Devices: The City has a number of multifunction devices that are used for analog fax. The City is also considering other changes to fax handling, including private fax inboxes for certain sensitive users, such as Human Resources personnel. Indicate how the system will interact with existing fax devices. Indicate if the system, as proposed, provides any additional fax features. Indicate how the vendor may help address these needs in the future.

Mobility: The City desires for the new system to offer a high level of mobility features to management and mobile staff. These features may also be extended to the City's patrol officers. Indicate what

features the proposed system provides to support mobile users (e.g. twinning, smartphone applications, etc.)? Indicate additional costs, if any, that the City would incur per user.

NETWORK ASSESSMENT

Network Assessment: Indicate that the respondent understands that the Network Assessment is required and will comply. Describe the methodology that is being proposed for conducting a full network assessment.

System Design and Installation: The Vendor must provide a complete system design showing the integration of the voice network into the data network. Further, the Respondent must provide a methodology for assuring voice quality through the system. Indicate the Respondent's understanding and compliance with this requirement.

Work in Conjunction with Johnson County DTI: The successful Respondent will need to work in cooperation with the City's network administrator Johnson County DTI. Indicate the Respondent's understanding and compliance with this requirement.

TECHNICAL REQUIREMENTS

System Design: Indicate the process that will be undertaken to complete the system design to integrate voice into the data network.

Voice Quality Assurance: Indicate the methodology that will be deployed to ensure voice quality through the system.

Equipment Specifications: Indicate what equipment, if any, that the City will need to provide and/or upgrade to meet the specifications of the system. Indicate the possible cost of such equipment. Understood that this may not be finalized until Respondent is selected and contract awarded.

CABLING REQUIREMENTS

Cabling: Indicate the respondent's understanding that it will need to work with the selected cable vendor (if not the respondent) to ensure that appropriate cable is installed and meets the specifications of the system design.

Cable Testing: Indicate the respondent's understanding that it may have to test and verify that the proposed system will function within all required parameters on the City Hall/Police Department existing cable, if the City decides not to upgrade the cable at this time.

REDUNDANCY/FAILOVER

Indicate that the Respondent will warrant that, in the event of a power outage, the installed combination of Respondent and City equipment will provide at least two-hours of uninterrupted phone operation time, except at the Mission Family Aquatic Center. Identify any additional equipment that may be necessary for the City to provide in order to guarantee the minimum two hour time.

DOCUMENTATION

Indicate documentation will be provided at the completion of project. In particular, provide the type and number of documents (i.e. manuals, training material, diagrams, etc.) that will be provided.

PROJECT MANAGEMENT

Indicate that the responder will provide a project manager for the duration of the project. Provide the name and brief description of the experience and qualifications that proposed project manager has.

TRANSITION PLAN

Installation schedule and cutover: All of the City's buildings are active facilities throughout the week, including after typical business hours. Disruptions to telephone services and data networks directly impact the City's operations. While the City anticipates that some disruptions will be unavoidable, particularly as a result of recabling, these should be kept to a minimum. Please describe your proposed installation schedule, and the steps that will be taken to reduce phone and data disruptions. Vendors that will commit staff to after-hours work are highly preferred.

TRAINING

Indicate your comprehensive training plan for training the City's employees on the use of the new system.

Will the respondent be able to provide training for employees as outlined in the Section 3.11. of the Scope of Services?

Can the respondent provide a "train the trainer" solution?

Indicate the type of training material and operational handbooks that will be provided to each employee at each of the City's primary facilities.

Indicate the method that the City will use to obtain additional manuals or operational handbooks.

SITE RESTORATION

Clean-up: At the completion of the project the Respondent will remove all waste, excess materials, rubbish debris, tool and equipment resulting from or used in the services identified in this document. In addition, all old phone handsets and phone equipment should be removed from each of the facilities at no cost to the City. Indicate Respondent's understanding and compliance with this requirement.

Discount: Indicate whether there is a residual value in the City's existing phone system that may be applied to the cost of the new system.

SITE SECURITY

The City's primary data room is located within the Police Department. KBI requirements stipulate that the Police Department be locked-down at all times, and that those within the police department have a badge indicating that they are authorized to be in the area. Such authorization will require background check and fingerprinting of Respondent's employees that are working in this area. Indicate Respondent's understanding and compliance with this requirement.

ADMINISTRATION / SECURITY

Remote Administration: Indicate that the proposed solution will provide remote for administration of the system by the City's administrator.

Administration of Security Levels: Indicate that the proposed solution will have security set features built in that allow the City's administrator to remotely administer security levels of users. It should fully integrate with the City's Active Directory and should allow the administrator to control class of service and class of restriction.

Passwords: Indicate that all system level passwords will be provided to the City at that the system has been installed and tested.

WARRANTY AND MAINTENANCE SUPPORT

Warranty: Indicate the period that the warranty is for, what specifically is included in the warranty, and whether these items are provided by the Respondent or the Manufacturer.

Ongoing licensing cost: Indicate what the annual ongoing licensing cost will be for the product, and whether it will include access to manufacturer's software and firmware updates, *excluding* any support by the installing Respondent? Indicate how the City will be notified of software updates, and how these will be installed.

Ongoing service: Describe the scope of services and benefits provided with any maintenance agreement provided by the Respondent, including: response time commitment, any specific plan of preventative maintenance, and any preferential rates available as a result of entering the agreement.

Appendix E – Functionality Checklist

The following checklist will be utilized in evaluating proposed systems and solutions. Respondents will need to complete this checklist and include it with their proposals.

Feature	Support Yes / No	Comments / Limitations
Telephone System Features		
Delivered with the capacity to service at least 125% of initial number of stations installed		
Direct Inward Dial (DID)		
Extension Dialing Within Network		
Caller ID		
Call History		
Call Hold / Release		
Call Forwarding Internal		
Call Forwarding External		
Call Park / Swap		
Call Waiting		
Call Hold / Release		
Group Call Pick-up		
Call Transfer		
Make / Add / Drop Conference		
Call Recording on Demand		
Conference bridging for internal and external		
Share Extension on Multiple Phones		
Conference bridging for internal and external		
Hunt / Ring groups, including group ring and sequential ring (e.g. hunt / rotary)		
Touchtone auto attendant (voice processing / interactivity not required)		
Attendant and routing can change automatically by day of week (e.g. weekends), by time (e.g. after hours), and remotely for events (e.g. weather messages).		
Music On Hold		
911 direct outbound dialing		

911 outbound call notification to selected City staff by e-mail		
Station Message Detailed Recording (SMDR)		
Fax/eFax Management / Fax to email / Fax Server		
Enhanced Routing with Failover		
Remote Maintenance/Administration		
Voicemail		
Voicemail Box Only (No Handset)		
Voicemail Caller ID		
Voicemail Time Stamp		
Voicemail to Text (E-Mail)		
E-Mail to Voicemail		
Voicemail Forwarding		
Voicemail Remote Access		
Handset Features		
Handset power supplied by Power over Ethernet (<i>IEEE 802.3af / at</i>)		
Handset includes a pass-through gigabit interface (<i>i.e. PC and handset share one Cat6 drop for connectivity</i>)		
Alphanumeric Display		
All customizable feature buttons are "self-labeling" (<i>ex. digital display</i>)		
Call Volume		
Mute Function		
Caller ID visible initially and after subsequent transfers		
Voice Mail Light Indicator		
Do Not Disturb / Make Busy		
Agent Availability Status		
Extension Monitoring		
Full duplex speakerphone and group paging through speakerphone (intercom)		
Dynamic directory accessible through handset		
Speed Dial Capability		
Call history (<i>inbound / outbound</i>) accessible through handset		

Find me / Follow me		
Presence (<i>i.e. busy, away, do not disturb</i>)		
Basic model courtesy phone available		
PC attendant console for transferring calls available		
Sidecar / additional 24 button module available		
Wired and wireless headsets available		
Wireless handsets (<i>e.g. DECT</i>) available		
Administration		
Role-based system administration		
LDAP / Active Directory integration		
End users should be able to self-administer their account and configure their handset (<i>i.e. set feature buttons</i>) through a web browser		
System administration should be via a Windows GUI application or browser		
Other Features Not Identified		

Appendix F – Pricing Matrix

The following pricing matrix will be utilized in evaluating proposed system and solutions. Respondents will need to complete this pricing matrix (or reproduce it) and include with their proposals. Pricing is for all equipment and services, including servers, switches, telephones, cabling, labor, training, maintenance, etc. All prices on equipment, materials, and labor must be itemized as shown. The pricing must also reflect the cost of shipping and handling or any other cost for implementation. Additionally, the City reserves the right to purchase all or some of the proposed solution.

Equipment (Indicate all hardware including telephones, servers, switches, and software. Provide specification / description sheets for any key pieces of hardware proposed, including all control units, expansion cards, servers, and each type of IP phone.)

Item	Description	Quantity	Unit Price	Total
E-1				
E-2				
E-3				
E-4				
E-5	(Respondent should add additional lines as needed)			
			Total	

Materials and Incidentals (Indicate cables, cable harnesses, etc.)

Item	Description	Quantity	Unit Price	Total
I-1				
I-2				
I-3				
I-4				
I-5	(Respondent should add additional lines as needed)			
			Total	

Labor

Item	Description	# of Hours	Hourly Rate	Total
L-1				
L-2				
L-3				
L-4				
L-5	(Respondent should add additional lines as needed)			
			Total	

Training (Indicate any training that will be at no additional charge.)

Item	Description	# of Hours	Hourly Rate	Total
T-1				
T-2				
T-3				
T-4				
T-5	(Respondent should add additional lines as needed)			
			Total	

Licenses (Provide cost for any licenses required. If discounts are available for multi-year support agreements, please provide this information regarding the length of term and net discount percentage)

Item	Description	Discount	Length of Term	Total
LC-1				
LC-2				
LC-3				
LC-4				
LC-5	(Respondent should add additional lines as needed)			
			Total	

Maintenance (Provide annual maintenance costs. If discounts are available for multi-year support agreements, please provide this information regarding the length of term and net discount percentage.)

Item	Description	Discount	Length of Term	Total
M-1				
M-2				
M-3				
M-4				
M-5	(Respondent should add additional lines as needed)			
			Total	

Other Costs (Provide any other costs that were not identified above.)

Item	Description	Quantity	Unit Price	Total
O-1				
O-2				
O-3				
O-4				
O-5	(Respondent should add additional lines as needed)			
			Total	

Appendix G – Acknowledgment of Addenda

Respondents will need to complete this and sign this acknowledgment that it has received and considered all Addenda that were issued in relation to this RF.

_____ (Vendor) does hereby certify that we have received any and all addendum issued by the City of Mission in relation to the Request for Proposals for:

TCP/IP Based Video Surveillance System

And, that Vendor has reviewed and understands each addenda issued and has developed its response to the Request for Proposals in accordance with said addendum.

Name of Vendor: _____

Address of Vendor: _____

Name of Individual of Vendor with Authority to Sign on Behalf of Vendor:

Title of Individual:

Signature:

City of Mission	Item Number:	3.
ACTION ITEM SUMMARY	Date:	March 22, 2018
Administration	From:	Brian Scott

Action items require a vote to recommend the item to full City Council for further action.

RE: Approval of Proposal for New Citywide Surveillance Camera System

RECOMMENDATION: Approve an agreement with Midwest Digital Systems for the development and installation of a TCP/IP based surveillance camera system for all city facilities in an amount not to exceed \$55,990.

DETAILS: The City's facilities see a great deal of activity from swimmers at the Mission Family Aquatic Center during the summer to various activities at the community center, to municipal court and various meetings at City Hall. Surveillance cameras have become an important component for the City's facilities in ensuring the safety of our residents and employees at these facilities. Surveillance cameras will not stop unwanted activity, per se, but they can serve as a deterrent, and more importantly, as a witness providing a recording of the event to be reviewed later and saved as possible evidence. Surveillance cameras can also record evidence that City employees were following proper protocol in a given situation, thus reducing potential legal exposure.

The City of Mission has multiple surveillance camera systems of various generations located throughout its facilities. Some of the camera systems no longer work, and others do not work efficiently. The systems are isolated to each facility and independent of one other making it difficult for others, such as those in the police department, to monitor the systems and pull video when needed. All of the systems currently utilize co-axial cable and record to VHS players.

Last fall, staff developed a request for proposals (RFP) for a transmission control protocol/internet protocol (TCP/IP) based surveillance camera system (please see attached). The requirement that the system be TCP/IP is important in that it provides the ability for a city-wide surveillance camera system to operate across the City's data network and can be accessed via the internet from any location. This allows for the City's police personnel to access the system from their desktop computers, or even the terminals in their vehicles, if need be. Department directors or managers can access the system from a remote (home) computer, or a smartphone, if they become aware of an issue at a city facility after hours that needs to be addressed immediately. The TCP/IP format allows for digital recording on a digital video recorder (DVR). Digital recordings can be compressed to provide for greater storage capacity and are easy to retrieve.

The cameras specified provide for greater clarity and resolution; will record video within preset configurations; and provide pan, tilt and zooming capabilities where needed - primarily outside and areas of large coverage such as the gymnasiums at the Community Center.

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	General Fund Reserve
Available Budget:	\$226,000 Overall - \$101,000 Camera System

City of Mission	Item Number:	3.
ACTION ITEM SUMMARY	Date:	March 22, 2018
Administration	From:	Brian Scott

Action items require a vote to recommend the item to full City Council for further action.

The City received six proposals ranging in price from \$32,000 to \$115,000. After evaluation, the high and low proposals were determined to be non-responsive and excluded from further consideration. The remaining four proposals were reviewed and three firms - Tricorps, Midwest Digital, and ETI - were selected for a follow-up discussion and interview.

Each of the three finalists had comparable proposals with somewhat similar systems to offer. Midwest Digital System is proposing Panasonic Cameras which are reasonably priced and considered one of the better systems on the market. Staff also checked references that were provided and all spoke very highly of Midwest Digital Systems in terms of the system provided, their knowledge of the system and ability to address issues, and responsiveness.

Staff recommends entering into an agreement with Midwest Digital Systems for the development and installation of a TCP/IP based surveillance camera system for all city facilities and a five-year maintenance agreement in an amount not to exceed \$55,990.

This is the second project in the overall technology upgrade. As with the phone system, funds will come from the \$226,000 that was originally earmarked in the 2016 budget and is now carried in the General Fund balance. The amount budgeted for the cameras was \$101,000. The proposal is almost half of this amount.

There will be approximately 62 cameras installed altogether - 28 at City Hall/Police Department, 3 at the Mission Family Aquatic Center, 25 at the community center, and 6 at the Public Works facility. This number includes both indoor and outdoor cameras. Cameras can be added in the future as needed, and remote cameras can be installed and brought onto the system via a wifi connection.

The expected life of the system is about 10 years. Digital Midwest System has an annual maintenance agreement for software updates and general maintenance of the system that was quoted in the proposal at \$2,550.

Installation of the surveillance cameras will be the final part of the technology upgrade once the cabling is complete. Thus it is anticipated to begin in June and installation in all facilities should be complete by July.

CFAA CONSIDERATIONS/IMPACTS: Mission residents and visitors of all ages often

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	General Fund Reserve
Available Budget:	\$226,000 Overall - \$101,000 Camera System

City of Mission	Item Number:	3.
ACTION ITEM SUMMARY	Date:	March 22, 2018
Administration	From:	Brian Scott

Action items require a vote to recommend the item to full City Council for further action.

utilize city facilities including the Sylvester Powell Jr. Community Center, the Mission Family Aquatic Center, and City Hall. The safety and well-being our residents and residents is of the utmost importance. A new city-wide surveillance camera system will help to ensure this.

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	General Fund Reserve
Available Budget:	\$226,000 Overall - \$101,000 Camera System

Responses for TCP/IP Surveillance Camera System
 City of Mission
 Feb-18

	Envision		TriCorps		Midwest Digital Systems		Electronic Technology Inc		DH Pace Systems		Watchmen Security	
	Aver.	Comments	Aver.	Comments	Aver.	Comments	Aver.	Comments	Aver.	Comments	Aver.	Comments
Understanding of RFP	2	It indicates a basic understanding of the project	4	They understood what we were looking for.	4	They also have experience in interview room recording for PD	5		2.5	They did not do a good job in the description.	2	No full understanding provided
Experience and Ability	2.5	None of their experience given indicates video or surveillance	4.5	They not only do video, but understand security as well.	4.5	Over 20 years of experience.	5	Several large and small jobs	3.5	They did not do a good job of discussion surveillance experience. Security, but nor surveillance.	1.5	Very little on the organization.
Project Team	2	None of their experience given indicates video or surveillance	4.5	They appear to have the appropriate personnel.	3.5	They do list the numbers of people, but no backgrounds or experience.	4	Smaller team. I wonder if they have the bandwidth to handle us as well?	5	Seem very experienced.	1.5	Only two people listed.
References	2.5	None of their experience given indicates video or surveillance	3.5	Good references, but no City	3.5	They do have one larger governmental agency.	5	Multiple governmental references.	2.5	Provided only two references. Only one was remotely government.	2	Only one city organization.
Project Approach	1	None provided	2	Did not really mention ongoing support in this section.	3.5	Unlimited technical Support and 5 year warranty.	4.5	Non remote issues after install are T&M, not warranty?	4		0.5	No real approach given, just numbers of cameras and locations.
Response to Vender Questionnaire	0	No response provided	2	Did not address much of this section other than physical requirements.	4	They say 2-year warranty in this section, but 5-year in others.	5	Clear definitions of functions.	3	Weak network assessment approach. Testing existing cable, if necessary is not included. Parts and labor from DH Pace, not manufacturers have only a 90 day warranty.	0	None provided.
Functionality Checklist	4.5	The solution appears to provide all functionality	3.5	Appeared to have all features.	4	It states that one year of updates is included. We need to question if this is part of warranty.	4.5	No recording scheduling.	3.5	No recording scheduling.	3	Not all cameras provided are PTZ.
Pricing	5	Total Costs: \$32,057.35	4	Total Costs: \$55,794.25	3	Total Costs: \$55,989.91	1	Total Costs: \$63,324.00	2	Total Costs: \$58,337.82	0	Total Costs: \$114,915.00
Total	19.5		28		30		34		26		10.5	

	Envision	TriCorps	Midwest Sigital Systems	Electronic Technology	DH Pace	Watchman Security
Equipment	19,897.35	40,126.75	46,701.24	35,042.00	42,680.82	79,048.70
Material / Incidentals	-	732.50	1,488.67	158.00	-	5,991.87
Labor	12,160.00	10,625.00	6,840.00	11,230.00	10,815.00	29,874.43
Training	-	680.00	-	1,000.00	-	-
Licenses	-	-	-	10,478.00	-	-
Maintenance	-	1,530.00 3,443 for 3 year agreement	960.00 2,550 annual service agreement	5,416.00 3 year service agreement	4,322.00	-
Other	-	2,100.00 Lodging	-	-	520.00	-
Total Costs	32,057.35	55,794.25	55,989.91	63,324.00	58,337.82	114,915.00

AN AGREEMENT FOR THE INSTALLATION OF A TCP/IP SURVEILLANCE CAMERA SYSTEM IN FACILITIES OWNED AND OPERATED BY THE CITY OF MISSION, KANSAS

THIS AGREEMENT (“Agreement”) is entered into this _____ day of _____, 2018 by and between the City of Mission, Kansas, a Kansas municipal corporation, (“City”) and Midwest Digital Systems, LLC, a Missouri corporation, (“Contractor”) for the installation of a TCP/IP surveillance camera system in facilities owned and operated by the City of Mission.

WHEREAS, The City is a municipal corporation of the second class duly authorized under the Kansas State Constitution; and

WHEREAS, The City has four facilities that it utilizes for its daily operations and for services offered to its residents; these facilities being the City Hall/Police Department building, the Mission Aquatic Family Center, the Sylvester Powell, Jr. Community Center, and the Public Works facility; and

WHEREAS, The City desires to provide a safe and secure environment for its residents and visitors that utilize these facilities, and for the employees that work in these facilities; and

WHEREAS, In order fulfill this desire, the City has planned for the installation of a TCP/IP surveillance camera system that will be utilized at all of the City’s facilities and operate across the City’s LAN; and

WHEREAS, The City issued a Request for Proposals (“RFP”) for a TCP/IP Surveillance Camera on Wednesday, January 17, 2018 for the purpose of soliciting proposals from firms that would be able to install and maintain a TCP/IP surveillance camera system for the City in accordance with the specifications outlined in the RFP; and

WHEREAS, The Contractor was selected to perform the installation of a TCP/IP surveillance camera system after all proposals were received and evaluated.

NOW THEREFORE, The parties do hereby agree to enter into this agreement for the installation of a TCP/IP surveillance camera system for the City in accordance with the following terms and conditions:

Section 1. Project

The City is planning for the installation of a TCP/IP surveillance camera system at each of its four facilities – City Hall/Police Department building, Mission Family Aquatic Center, Sylvester Powell Jr. Community Center, and Public Works facility. The system will utilize the City’s existing computer network, thus providing a uniform system with like equipment that can record across the network to a single digital video recorder and be viewed from any computer that is on the network, or remotely, through a secured Internet portal.

Section 2. Scope of Work

2.1. Request for Proposals

The City issued a RFP for TCP/IP Surveillance Camera on January 17, 2018, which outlines the specifications of the work to be done. The RFP is included as Addendum A

to this Agreement and will be referenced as though all specifications and requirements are included herein.

2.2. Response to Request for Proposals

Contractor provided a response to the RFP for TCP/IP Surveillance Camera System dated February 23, 2018, which outlines their proposal to complete the work as specified in the RFP including the manner in which the work will be completed, cost for materials, and cost for labor. The Contractor's response to the RFP is included as Addendum B to this Agreement and will be referenced as though included herein.

2.3. Changes to the Scope of Work

It is understood that as planning for the project begins, and installation proceeds, there may be changes to the original Scope of Work that necessitate changes in the manner that the work is being done and/or costs. These changes will be reviewed and agreed upon by both parties, and such agreement will be put in writing and become a part of this agreement.

Section 3. Independent Contractor

The City engages the Contractor solely as independent contractor and not as an employee. Except as expressly set forth elsewhere in this agreement or the corresponding RFP, the City shall have no direct control over the day-to-day operations of the Contractor in completing the scope of work pertained to in this Agreement. No provisions of this Agreement shall be construed as limiting or prohibiting Contractor from performing services for any other client of the Contractor.

Section 4. Assignment and Subcontracting

The Contractor shall not assign or subcontract this Agreement, or the work as defined herein, without the prior written authorization of the City.

Section 5. Limitation of Contractor's Liability for Product Installed

The parties hereto agree that it is impractical and extremely difficult to fix actual damages, if any that may proximately result from any act or omission of Company. The System is intended only to reduce the risk of loss or damage to the property and injury to persons on the premises to the extent that is reasonably practicable by use of such equipment. The Company gives no undertaking to the Customer that the System may not be compromised or circumvented or that the System will prevent any loss by burglary, theft or otherwise. The Company shall have no liability for any loss or damage resulting from Customer's failure to following the operating or programming

instructions or manual instructions for the System and shall have no liability or obligation for any unauthorized modifications or additions to the System. Except for the Warranty, the Contractor does not guarantee that particular loss, damage or injury can and will be prevented by use of the System. Further, the Contractor expressly disclaims any representation or warranty of any kind, express or implied, whether as to merchantability, fitness for a particular purpose or any other matter. Except for the fees payable hereunder, Contractor shall have no liability whatsoever to City, directors, officers, employees or agents (if applicable) for incidental, consequential, special or indirect damages (including loss of profit and business opportunities) of any kind or description, whether arising out of warranty, other contract, tort or otherwise. In the event there is any liability by City to any third parties, City shall be solely responsible for such liability or obligation and shall indemnify Contractor for any such liability under this Agreement.

Section 5. Indemnification and Insurance

5.1. Indemnity and Required Insurance

Contractor and City shall indemnify and hold harmless the other and their respective employees from and against legal liability for claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are legally determined to be caused by their negligent acts, errors, or omissions. In the event such claims, losses, damages, or expenses are legally determined to be caused by the joint or concurrent negligence of Contractor and City, they shall be borne by each party in proportion to its own negligence under comparative fault principles. Neither party shall have a duty to defend the other party, and not duty to defend is hereby created by this indemnity provision and such duty is explicitly waived under this Agreement. Causes of action arising out of Contractor’s services or this Agreement regardless of cause(s) or the theory of liability, including negligence, indemnity or other recover shall be deemed to have accrued and the applicable statute of limitations shall commence to run not later than the date of Contractor’s substantial completion of services on the project.

Furthermore, Contractor shall maintain insurance coverage in the following amounts:

<u>Type of Insurance</u>	<u>Limit/Ea. Occurrence</u>	<u>Limit/Aggregate</u>
General Liability		
• Bodily Injury	\$1,000,000	\$2,000,000
• Property Damage	\$1,000,000	\$2,000,000
• Contractual Insurance	\$1,000,000	\$2,000,000
Professional Liability	\$3,000,000	\$3,000,000
Automobile Liability		
• Bodily Injury	\$1,000,000	\$1,000,000
• Property Damage	\$1,000,000	\$1,000,000

Worker's Compensation

- Employee Claims Statutory for Kansas
- Employer's Liability \$1,000,000 per accident
\$1,000,000 disease – policy limit
\$1,000,000 disease – each employee

Workers' Compensation policies should include a "Waiver of Subrogation" in favor of City.

All insurance carriers should carry a minimum rating of A- X (rated by A.M. Best).

5.2. Vehicles and Equipment

Vehicles, equipment and property used by Contractor shall be the property of Contractor and insured as such. City shall not be responsible for any damage that may occur to such items.

Section 6. Compensation and Terms of Payment

6.1. Compensation for Work Performed

City shall compensate the Contractor for the work performed an amount not to exceed \$55,990 subject to additions or deductions in the work that are agreed upon and approved by the City as a change order. Such amount shall include both materials and labor.

6.2. Change Orders

Changed Orders will be submitted and approved in writing. Cost for additional material and/or labor will be in accordance with costs as outlined Appendix B of this agreement.

6.4. Payment of Invoices Submitted

Once the Agreement has been executed, Contractor shall submit an invoice for 50% of the cost (\$27,995), which the City will pay prior to work beginning. Subsequent invoices for the work performed will be billed monthly until project is completed. Payment for the final invoice will be made when the work has been completed and approved by the City.

6.5. Dispute of Invoice Amount

City shall notify Contractor in writing within 15 days of the date of the invoice if City objects to any portion of the charges on the invoice.

6.6. Project Exemption Certificate

The City shall supply a project exemption certificate as issued by the State of Kansas Department of Revenue for the purposes of exempting sales tax from the purchase of any materials or labor.

Section 7. Failure to Perform

If the Contractor fails to perform the work within a reasonable time as agreed to by the City and the Contractor, then City shall have the right to void the agreement and seek completion of the work by other means.

Section 7. Dispute Resolution

City and Contractor will make a good faith effort to address any issues that may arise. In an effort to resolve any conflicts that arise during the project or following the completion of the project, City and Contractor agree that all disputes between them in excess of \$5,000, as a condition precedent to legal action by either party, shall first be submitted to at least one session of mediation unless the parties mutually agree otherwise. Cost of mediation service shall be shared equally between City and Contractor. The mediation shall be administered by a mutually agreeable mediation service and shall be held in Johnson County, Kansas unless another location is mutually agreed upon by City and Consultant.

Section 8. Governing Law and Jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of the State of Kansas.

Section 9. Notices

9.1. Notices Pertaining to This Agreement

Any notices pertaining to this Agreement shall be mailed to the following parties:

City:
Laura Smith, City Administrator
City of Mission
6090 Woodson
Mission, Kansas 66202

Contractor:
Chad Sellers, President
Midwest Digital Systems, LLC
2901 NW Platte Road
Riverside, Missouri 64150

9.2. Delivery of Notices

All notices or other communications required or permitted under this Agreement shall be served in writing and shall be deemed to have been duly given if delivered personally or by registered or certified mail, return receipt requested, postage prepaid, to the address set above, or at such other addresses as made from time to time be furnished by the party to the other by notice provided as set forth herein. Any such notice shall be deemed given when mailed, if mailed as provided herein or upon if delivered personally.

(Rest of Page Intentionally Left Blank)

IN WITNESS WHEREOF, the parties hereto have caused this Lease to be duly executed as of the date indicated below.

ATTEST:

City:
City of Mission, Kansas

By: _____

Name: _____

Title: _____

Date: _____

Contractor :
Midwest Digital Systems, LLC

By: _____

Name: _____

Title: _____

Date: _____

Addendum A
Request for Proposals for Structured Cabling
City of Mission
Issued January 17, 2018

Addendum B

Proposals Submitted by Office Products Alliance for Structured Cabling

February 26, 2018

Addendum C

Contractor Warranty

Midwest Digital Systems, LLC (“Midwest Digital”) warrants its security cameras, digital video equipment and access control systems against defects in equipment and workmanship under normal use for a **period of 1 year** from the date of installation. This includes:

Free Maintenance: For a period of 12 months from the date of installation Midwest Digital will provide at no charge, all labor necessary to maintain the system. This includes inspection of the system on a semi-annual basis, aiming and adjustments of cameras, adjusting and re-programming equipment and system maintenance. This does not include the cost to move or modify equipment that is in its originally installed, non-defective condition.

Free Labor: If the system is determined by Midwest Digital to be defective after receiving proper notice of a warranty claim (See “Notification of Warranty Claims”), Midwest Digital will provide, at no charge, labor to repair the system and to remove and replace defective parts for a period of 12 months from the date of installation.

Equipment and Materials: For a period of 12 months from the date of installation Midwest Digital will provide, at no charge, new or rebuilt replacements for any part of the system which is determined by Midwest Digital to be defective.

Service Calls: For service calls contact Midwest Digital at 816-439-4979. An available Service Tech will provide phone support and/or be dispatched to perform service on site if required. Replacement Parts are kept on hand for access control door strikes and readers and basic CCTV Cameras at all times

Exclusions From Warranty: This warranty does not cover damage due to acts of God, accident, normal wear and tear, misuse, negligence by persons or entities other than Midwest Digital, electrical surges, lightning damage, water damage, vandalism or other malicious or negligent acts of destruction, improper operation, maintenance or repair by a party other than Midwest Digital, damage caused by modification of the system with unauthorized parts, or damage caused by unusual physical or electrical stress, including, but not limited to connection to an improper voltage supply. In no event shall Midwest Digital warranty extend to include incidental, consequential, or punitive damages. This Warranty shall not cover any replacement or maintenance required as a result of customer’s failure to follow equipment manual and operation instructions, or failure resulting from customer’s installation of additional components to the equipment installed by Midwest Digital.

Extension: Midwest Digital may elect to offer an Extension for an additional fee prior to the conclusion of the warranty to continue the Warranty Coverage.

Notification of Warranty Claim: All warranty claims must be submitted in writing to Midwest Digital Systems at 2901 NW Platte Road Riverside, Missouri, 64150 within one years of the date of installation of the defective component or system. Midwest Digital will not be responsible for warranty claims, which are not so submitted.

Limitation of Remedy: Customer's exclusive remedy is the repair or exchange of any parts which Midwest Digital determines are defective in material or workmanship during the applicable warranty period.

Limitations of Liability: Midwest Digital's entire liability in contract, tort, or otherwise is the repair or exchange of any parts which Midwest Digital determines during the applicable warranty period are defective in material or workmanship. If after reasonable efforts Midwest Digital is unable to repair the system, then Midwest Digital's entire liability in contract, tort, or otherwise is the payment by Midwest Digital of actual damages in an amount not to exceed the amount paid for the irreparable system. Customer agrees that in no event shall Midwest Digital Systems liability extend to include incidental, consequential, or punitive damages. In the event that any part of this document is deemed inapplicable by a court of law, the parties agree that the disclaimer of incidental, consequential, and punitive damages will continue to apply. The parties agree that all actions of equity of law, including, but not limited to breach of contract must be brought within two years from the date on which the cause of action accrues.

Miscellaneous: The validity, interpretation, and performance of this agreement and any dispute herewith shall be governed and construed in accordance with the laws of the State of Kansas. The parties agree that the venue for all litigation arising under this document or from the underlying transaction shall be the circuit court of Johnson County, Kansas, and any action between the parties hereto shall be filed in said court. This agreement constitutes the entire agreement between the parties. This agreement supersedes, and the terms of this agreement govern any prior or contemporaneous oral or written communications with respect to the subject matter hereof, all of which are merged herein. It is expressly understood and agreed that no employee, agent, or other representative of Midwest Digital has any authority to bind Midwest Digital with respect to any statement, representation, warranty, or other expression unless the same is specifically set forth in this agreement. It is also understood and agreed that no usage of trade or other regular practice or method of dealing between the parties hereto shall be used to modify, interpret, supplement, or alter in any manner the terms of this agreement. In the event of any conflict between the Agreement and this Warranty, the terms of the Agreement shall control.

Effective Dates: Submission by Midwest Digital for pay will constitute the beginning date (and state the end of warranty) for the installed system and/or equipment. When systems are expanded, the newly installed equipment pieces will have a separate warranty date.

Exclusive Remedy: Repair or replacement, as provided under this warranty is the exclusive remedy of the consumer. Midwest Digital shall not be liable for any incidental or consequential damages for the breach of any express or implied warranty on this product. Except to the extent prohibited by applicable law, and implied warranty of merchantability or fitness for a particular purpose on this product (system) is limited in duration to the duration of this warranty.



**City of Mission
Video Camera Proposal Submission**



Trusted Expertise in Loss Prevention

Phone (866) 935-3095 • Fax (816) 527-8020

www.midwestdigitalsystems.com

To: Brian Scott
Assistant City Administrator/Finance Director
Re: Video Surveillance System - Proposal
From: Scott Clingan - Midwest Digital Systems
Date: February 23, 2018



Thank you for the opportunity to meet with you, tour your buildings, and supply you with our proposal for your projects. Enclosed you will find our proposed solutions for a Video Surveillance System. This solution was designed based on the priorities that were outlined during the Pre-Bid meeting, RFP documents and Addendum.

Our Video Surveillance solution is built with Exacq Technologies and Panasonic equipment for a fully digital IP system that supports the latest in Digital IP camera technology including high resolution Multi-Megapixel cameras and H.265 recording. This system is fully expandable and will give you the greatest amount of clarity and detail. It is built by the leading manufacturer of IP recording platforms and produces the highest quality images available today. We can provide a full demonstration copy of the Exacq Video Management Software for evaluation and testing.

By selecting Midwest Digital Systems as your installer, you will also get the professional service from our certified technicians that all of our customers enjoy – before and after the sale. The warranty includes unlimited technical support and training, on-site visits and scheduled preventative maintenance visits to ensure that you get the most out of your system. All of the equipment we have proposed has a 5 year warranty.

The attached includes our Qualification Statement with references. We have the required responses and Appendix's listed below as well. I have also included the applicable spec sheets and technical overviews. Pricing is listed on the bid pricing form.

Please take a moment to review this information and don't hesitate to contact me with any questions. Thanks again for your interest in Midwest Digital Systems. We appreciate the opportunity to earn your business!

Scott Clingan

Vice President

Office: 866.935.3095 Ext 500

Cell: 816.547.3310

Fax: 816.527.8020

Scottc@midwestdigitalsystems.com

Midwest Digital Systems LLC



Midwest Digital Systems LLC.
"Trusted Expertise In Loss Prevention"

✉ PO Box 37 ♦ Lawson MO 64062
☎ Phone 816.439.4979 ♦ Fax 816.527.8020
🌐 www.MidwestDigitalSystems.com

CONFIDENTIAL

A large, thick, red curved graphic that starts on the left and sweeps upwards and to the right, ending in a sharp point.

Company Information & Warranty Services



Trusted Expertise in Loss Prevention

Phone (866) 935-3095 • Fax (816) 527-8020

www.midwestdigitalsystems.com

MIDWEST DIGITAL SYSTEMS

SERVICES

Midwest Digital Systems offers a comprehensive selection of equipment to help secure and monitor your store, business, school or campus. We offer a variety of quality surveillance cameras and digital recording solutions from top manufacturers to ensure you are investing in the best possible security solution to meet your budget. Our offerings include:

Security Camera Systems

Midwest Digital Systems installs quality digital and analog surveillance cameras from top manufacturers. We look at the best camera features and incorporate them into your specific needs. With a wide variety of interior and exterior cameras at our disposal to meet your specific site's needs we have the experience to properly install and configure the cameras to maximize your image quality. With IP megapixel cameras from 2 to 20 megapixels you can now monitor areas with fewer cameras and greater detail. This will allow you to better identify behavior or causes of incidents, apprehend suspects, protect assets and reduce vandalism.



Whether that is a wide angle high resolution megapixel camera for a parking lot or high contrast scene with lots of light and dark areas we utilize the right camera for the job. Our offerings include 180 and 360 degree cameras providing un-paralleled coverage with one camera.

Video Servers

We utilize an open architecture video surveillance and recording solution that supports both analog and IP cameras from multiple manufacturers. This gives you the flexibility to utilize your existing investment in cameras and take advantage of newer higher resolution cameras.

We offer a powerful, yet easy-to-operate client user interface that can operate in Windows, Mac or Linux operating systems, to provide maximum compatibility and flexibility. And we can offer mobile access apps for iPhone/iPod Touch/iPad & Android Phones & Tablets. Designed for the *exacqVision* platform, mobile apps provide a host of client features including live view, search and playback, alarm activation and assessment. This allows you the ability to view your facility from any location. Video can be viewed via a web browser



Access Control Systems

Whether your facility is small or large, we have a key card access system that can simplify your facility management. With a card access system you have more control than simply handing out a key. You can define when cardholders are allowed to enter doors, track time and attendance as well as location. You can provide outside groups who rent or use your facility limited access. You can generate real-time notifications or reports to review later who entered, where and when. You can remotely lock or unlock doors if someone forgot a card. If someone loses a card you can easily deactivate it, and get a notification if someone subsequently tries to use it. All without the need to re-key locks throughout the building! Discover the power of access control solutions designed with open architecture standards and created to make the most of your existing investments including existing locking mechanisms.



Door Intercom Systems

A **Door Intercom Video** system is a great cost effective first step in securing your building by providing you the ability to know who is visiting your building.

Midwest Digital Systems can provide you with a door intercom system for your home, business or school offering the following features:

- Wide angle camera allows user to view up to 170° of the entire entry
- Camera can features digital PanTilt and Zoom
- Hands-free (VOX) or push-to-talk (PTT) communication
- High resolution color TFT LCD monitor
- Camera station can be monitored from inside
- All monitors turn on when camera station calls in
- Entry can be monitored without alerting visitors they are being viewed, even at night



Interview Room Recording

Midwest Digital Systems is proud to offer a system that empowers users to without having to have extensive IT support or system management headaches. Traditional security and surveillance video recording systems lack the feature set required to implement a successful event recording system needed for interview room events for Law Enforcement and HR.



Alarms & Monitoring

There are few better ways to provide safety and peace of mind than protecting your home or business with an alarm system. An alarm from Midwest Digital Systems can provide perimeter and interior protection twenty-four hours a day, seven days a week. Your alarm can be programmed to alert you directly via voice or text, thus bypassing monthly monitoring fees and contracts. Or, if you prefer we can provide a state of the art monitoring center that offers a full line of benefits and options.



When you choose a local alarm, MDS can program your system to notify your cell phone, or any phone that you designate with a voice message that your property has been breached. If you prefer text messages, MDS can program your system to notify you in that manner. These options provide a degree of protection, scaring off would be burglars and keeping you informed about the break in.

If you prefer full-time alarm monitoring, MDS will connect you to our partner monitoring center. The center can keep you informed of all changes to your system and will contact you if there are any problems. They will also notify law enforcement in the event that they are needed.

With a monitored system, you can also connect to your system via a compatible smartphone or computer from anywhere, with an internet connection, to verify the status of your property or to activate and deactivate your system.

Midwest Digital Systems has a variety of system and sensor options. Systems can be wireless or hard wired. Regardless of your needs, let Midwest Digital Systems customize a system that meets your budget and fits your security needs.



MIDWEST DIGITAL SYSTEMS

WARRANTY SUMMARY

Midwest Digital Systems warrants its security cameras, digital video equipment and access control systems against defects in equipment and workmanship under normal use for a **period of 1 year**. This includes:

Free Maintenance: For a period of 12 months from the date of installation, Midwest Digital Systems will provide, at no charge, all labor necessary to maintain your system. This includes inspection of the system on an annual basis, aiming and adjustments of cameras, adjusting and re-programming equipment and system maintenance. This does not include the cost to move or modify equipment that is in its originally installed, non-defective condition.

Free Labor: If the system is determined by Midwest Digital Systems to be defective after receiving proper notice of a warranty claim (See "Notification of Warranty Claims"), Midwest Digital Systems will provide, at no charge, labor to repair the system and to remove and replace defective parts for a period of 12 months from the date of installation.

Equipment and Materials: For a period of 12 months from the date of installation Midwest Digital Systems will provide, at no charge, new or rebuilt replacements for any part of the system which is determined by Midwest Digital Systems to be defective.

Service Calls: We offer a quick response to your service needs. Phone Technical Support is available and is provided free of charge. Service Calls are scheduled as soon as possible and coordinated with your schedule to minimize downtime. In the event of a Video Recording Failure, Midwest Digital Systems can provide a temporary Recording Device during the warranty period free of charge.

Replacement Parts are kept on hand at all times, for access control door strikes and readers as well as CCTV Cameras, to minimize system outages and downtime.

Exclusions From Warranty: This warranty does not cover damage due to acts of God, accident, normal wear and tear, misuse, negligence by persons or entities other than Midwest Digital Systems, electrical surges, lightning damage, water damage, vandalism or other malicious or negligent acts of destruction, improper operation, maintenance or repair by a party other than Midwest Digital Systems, damage caused by modification of the system with unauthorized parts, or damage caused by unusual physical or electrical stress, including, but not limited to connection to an improper voltage supply. In no event shall Midwest Digital Systems warranty extend to include incidental, consequential, or punitive damages.

An Extension shall be offered for an additional fee prior to the conclusion of the warranty to continue the Warranty Coverage and Preventative Maintenance visits.

A Full copy of the entire Warranty Terms and Conditions will be provided upon completion of installation including Installation and Warranty Start Dates on all equipment.

This Summary is not the complete Warranty and is provided for reference and information purposes only.





References



Trusted Expertise in Loss Prevention

Phone (866) 935-3095 • Fax (816) 527-8020

www.midwestdigitalsystems.com

Contractor's Qualification Statement

Midwest Digital Systems, LLC, a Security System Integrator specializing in education and government installations for the past twenty-four years is pleased to provide the City of Mission Kansas with a bid to install a Video Management Solution as requested.

Midwest Digital Systems, LLC is a partnership that is primarily a Security System Integrator that was established in 1994 and has been operating throughout Kansas and Missouri for the past 24 years. The principal partners of MDS have a combined eighty years of experience in the security, surveillance and law enforcement forums. Our backgrounds include retail, corporate security and law enforcement. As such, we are truly experts in the field and continue our training by attending manufacturer certifications as well as industry trade seminars. As former end-users we know what you want and expect from your system and strive to provide an experience from installation onward that exceeds your expectations. Our commitment to our customers does not end after the installation. Our ongoing end-user support and training helps to ensure that our customers receive the maximum value and benefit from their investment over the lifetime of their system. We pride ourselves on forming long term relationships predicated on quality installations and our passion for ongoing service. The Midwest Digital Team is highly experienced and in-tune with education specific needs. Our goal has always been to ensure school operations and activities are not impacted during our service or installation work.

Midwest Digital Systems has an extensive education and government client list. We install the network cabling and infrastructure to support our security systems; however we also enjoy partnering with other specialty companies along with school IT and Maintenance departments on collaborative projects. We would assign a dedicated Project Manager to you that would complete a pre-installation walk thru and remain with your project through completion. He would have a support team of trained technicians to complete your installation.

Below are various project references involving Access Control and IP Video Systems installation completed in our area.

Reference	Project	Contact Name	Phone #
University of Saint Mary	Campus Video Management and Access Control System	Kevin Gantt, Dir. of Information Services	913-758-6230 Kevin.gantt@stmary.edu
Security Control Integrators Inc.	Regional Access Control and Video Surveillance	Jim Hawkins	978-248-5078 Jhawkins@securitycontrolintegrators.com
Richmond MO School District	District Wide IP Camera and Access Control System	Mr. Brock Dover, Asst. Superintendent	bdover@richmond.k12.mo.us (816) 776-6912
Jackson County Missouri Dept of Corrections	Enterprise Class Video Management System	Brian Johnson	bjohnson2@jacksongov.org 816.881.4233
Joplin School District	Video Management Systems	Jim Hounsshell, Director of Safety and Security	417.625.5230 jimhounsshell@joplinschools.org

While these references involved projects that vary in scope, all of our customers will speak to our passion for service, attention to detail and devotion to follow up. We appreciate this opportunity and please contact us if you have any questions.

Chad Sellers

Project Team and Approach

Midwest Digital Systems team will consist of 2-4 technicians onsite with a Site Supervisor for installation of the equipment. There will be a single point of contact and project manager assigned to the team for the City to contact as needed and to coordinate all communication.

Coordination will include working with city IT and the cable contractor as well as others and will also facilitate all training sessions and final documentation.

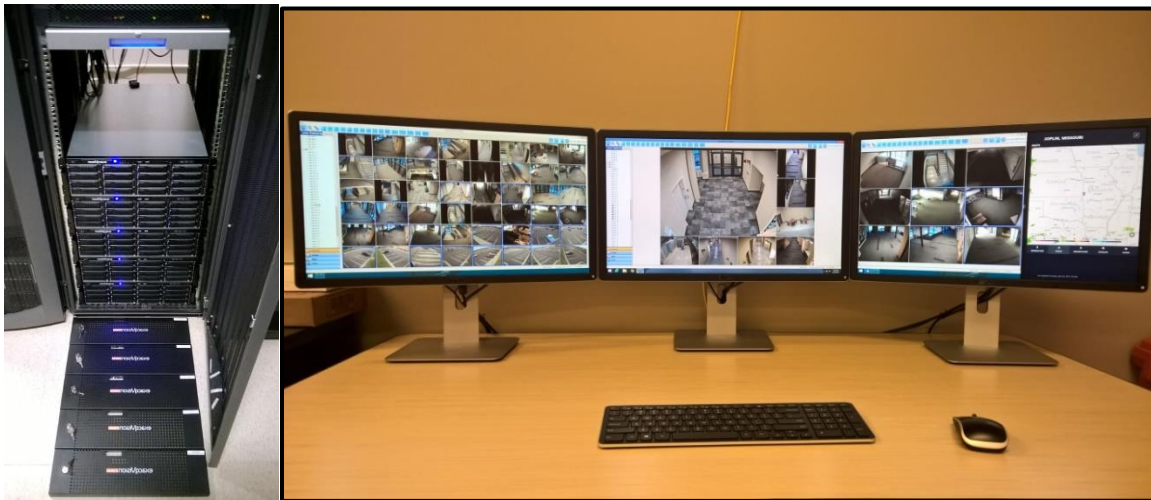
We estimate the camera equipment installation at each building to take between 2 and 4 days each. The Head end server and IT testing would occur first and would take 2-3 days.

Training is unlimited during the 1 year labor warranty. At the conclusion of the warranty period a Maintenance check will be conducted and extensions to maintenance and labor warranty will be offered.

The VMS server and the cameras all come with 5 Year manufacture hardware warranty. Midwest Digital Systems will be the point of contact throughout that time frame for warranty service.

Warranty service can be obtained through use of a dedicated support and service email address, calling our toll-free service line or if desired creation of a support ticket directly through our support website.

Below are listed the feature sets of the VMS, the Server and Cameras proposed for this system.



Server and Client Workstation installed by MDS



Powerful, Intuitive Video Management System (VMS) Features

- Effectively monitor video, audio and data in real time
 - Customizable video wall
 - Two-way audio
 - Interactive mapping
 - Data integration from serial and access control systems
 - Notification overlays
- Reduce review time and conduct investigations seamlessly
 - Bookmark important video to easily view later
 - Powerful thumbnail and timeline search capabilities
 - Export video in open-standard video formats
 - Or export as a self-contained player with tamper protection



Ease of Use & Flexible

- Requires little to no training
- Software client installs in minutes, Full Mac compatibility (no Windows emulation)
- Full featured Web browser access on all modern browsers
- Easily add IP camera licenses at any time
- Per camera licensing with no base server fee

View Video Anywhere with Free Client Software

- Select the interface that works best for you
- Access live and recorded video on Windows, Linux or Mac PCs
- Use the free web service application in any modern browser
- Download the free [exacq Mobile](#) app available for iOS, Android, Windows Phone and Kindle Fire



Constantly Expanding Functionality with Included Software Updates

- Get more video management features without replacing your entire video management system
- Includes three years of free software updates

Highly Scalable

- Single client connects to thousands of servers
- Allows you to connect up to 100 IP cameras per server
- Offers high video throughput with minimal CPU and RAM requirements necessary



IP Video Surveillance Equipment

Provide and Install 1 Seneca branded Server for the Network Video Recorders (NVR).

This NVR will allow for simultaneous recording and playback of all video. The system will record in a first in, first out manner. The NVRs will have a total of forty-eight (48) Terabytes of Hard Drive Space which will be configured for RAID 6 and will provide at least 30 days of video retention. Storage is expandable. Your system storage was calculated based on recording all of your cameras at 10 frames per second at max resolution.

Servers will run Exacqvision Enterprise and will include Health Monitoring during warranty period for uptime, hard drive and camera status.

- 2U Rack Mount "Assurance" Model Server
- Tested, Validated and Certified for VMS application
- Performance tunings optimized for specific VMS
- OS on RAID1 SSD drives
- Windows 10 64-bit OS
- Video Storage on RAID 6 storage array with 48 TB of storage
- 32GB RAM
- 4GbE Jacks
- 5year NBD Onsite Warranty service



Provide and install sixteen (16) exterior 3 megapixel resolution cameras to view the designated areas.

- 2-3MP resolution (max2,048 x 1,536)
 - Auto Back Focus
 - IR LEDs
 - i-PRO EXTREME
 - Color night vision (0.001 to 0.015 lx)
 - Intelligent Auto (iA) feature provides increased discernibility even in environments with poor visibility.
 - Extreme Super Dynamic technologies deliver 144 dB wide dynamic range.
 - H.265 compression and Smart coding technology realize high image quality streaming at low bit rates.
 - Encryption and alteration detection functions enhanced the security (FIPS 140-2 Level 1 compliant).
 - ClearSight Coating is a special coating applied to the surface of the transparent cover that makes it difficult for water droplets to adhere to the lens cover.
 - IP66, NEMA 4X Water and Dust ratings
 - IEC62262, IK10 Vandal Resistant
- Models Panasonic WV-S1531LTN 3MP Telephoto Bullet WV-S1531LN 3MP Bullet and WV-S2531LN Dome



Provide and install twenty-six (26) interior 2 megapixel resolution cameras to view the designated areas.

Full HD / 1,920 x1,080 Compact Dome Network Camera featuring Super Dynamic

- 1080p Full HD images up to 30 fps
 - Multiple H.264 (High profile) streams and JPEG streams ensure simultaneous real time monitoring and high resolution recording.
 - Super Dynamic and ABS (Adaptive Black Stretch) technologies deliver 122 dB wider dynamic range compared to conventional cameras.
 - Face Super Dynamic Range technology ensures clear face image.
 - High sensitivity with Day/Night (Electrical) function : 0.1 lx (Color), 0.08 lx (B/W) at F2.3
- Models Panasonic WV-SFN130 and WV-SFV130 Dome



Provide and install twenty (20) interior 3 megapixel resolution cameras to view the designated areas.

- 2-3MP resolution (max2,048 x 1,536)
 - Auto Back Focus
 - IR LEDs
 - i-PRO EXTREME
 - Color night vision (0.0008 to 0.012 lx)
 - Intelligent Auto (iA) feature provides increased discernibility even in environments with poor visibility.
 - Extreme Super Dynamic technologies deliver 144 dB wide dynamic range.
 - H.265 compression and Smart coding technology realize high image quality streaming at low bit rates.
 - Encryption and alteration detection functions enhanced the security (FIPS 140-2 Level 1 compliant).
- Models Panasonic WV-S2131L Dome, WV-S2231L Vandal Dome and WV-S1131 Cell Cameras



Provide and install Two (2) 32" Public View monitors including appropriate wall mount.

Monitors for local personal in the City Hall and Police to view cameras. 2 monitors will need a dedicated computer to run the Exacq client.



Please note the following:

1. **Electrical service** is the responsibility of the customer. The access control/video systems require 110V electrical service. Dedicated circuits are preferred. Specific outlet and locations requirements to be agreed upon by both parties prior to installation if necessary.
2. **Taxes** – are not included in this proposal but will be included in final invoicing if applicable. If your project is tax exempt, a copy of your tax exempt status will need to be provided to MDS prior to invoicing.
3. **Remote Access** - The security system will be capable of remote access via any standard Internet application as well as a full featured Remote Software interface. Business class high speed internet connection is required with a static IP address. Connection is also dependent upon firewall configurations by your service provider.
4. **Pictures** are graphical representations and may not match your product exactly.
5. **Proposal is good for 30 days**
6. **Confidential** - "This document contains confidential information. It is disclosed for business purposes between MDS and the intended recipient only and must not be shared with any other party. If you are not the intended recipient, you are hereby notified that you received this document in error, and that any review, dissemination, distribution or copying of this document and any attachment is strictly prohibited. Please return this to Midwest Digital Systems P.O. Box 37 Lawson, Missouri 64062."



Appendix D – Vendor Questionnaire

Answers to each of the following questions should be included in the Respondent proposal in the format as presented. Questions not answered may constitute an incomplete proposal and subject to rejection. In addition to written proposals, the City may interview one or multiple vendors prior to entering into negotiations with a vendor to perform the work.

PURPOSE OF THE RFP

Single Point of Responsibility / Accountability: The City’s expectation is to have a single point of contact (i.e. a single point of authority and a single point contracting entity for this project). This is of a critical nature for this RFP; a contract will NOT be awarded to a Vendor who does not have this single point of accountability. Indicate the Vendor’s understanding and compliance with this requirement. [MDS will provide a single point of contact.](#)

GENERAL FEATURES OF A VOIP PHONE SYSTEM

General Features of IP Based Video Surveillance System: Indicate the proposed system’s ability to provide the features that the City is seeking in a system by completing Appendix E – Functionality Checklist. [See below](#)

TECHNICAL REQUIREMENTS

System Design: Indicate the process that will be undertaken to complete the system design to integrate video into the data network. [As part of the RFP process Midwest Digital Systems designed a compatible integratable network surveillance system.](#)

Video Quality Assurance: Indicate the methodology that will be deployed to ensure video quality through the system. [Video quality and performance is measured at 14 and 30 days after installation and documented as part of installation checklist.](#)

Expansion Capability: Indicate the extent to which the proposed system can be expanded to meet the future needs of the City. [The platform can accommodate an unlimited amount of recorders and cameras.](#)

Server Specifications: Indicate whether the Vendor will provide the server(s) to meet the system specifications outlined in this RFP, or if the City is expected to purchase this. If the City is expected to purchase the server, indicate the following: [Midwest Digital Systems will provide the server for the VMS and storage.](#)

- ✓ Processor
- ✓ Memory (RAM)
- ✓ Specify DVD+R/+RW
- ✓ Storage
- ✓ Configuration (e.g. SAN)
- ✓ Back-up Capacity

Indicate the amount of storage needed per hour of video.

If the video is to be compressed, indicate the ratio of video compression.

Network Viewing Specifications: Indicate the minimum workstation requirements for viewing video on the system including:

- Processor Requirements (i.e. 1 GHz) [i3 - 6100](#)
- Minimum Memory Requirements [4GB](#)
- Minimum Video Card Requirements [Intel HD Graphics 530](#)
- Minimum Requirements for the Operating Platform [Windows 7, Ubuntu 10.04 or Mac OS 10.7 or greater](#)

Power Supply: Describe power maintenance requirements. Describe the automated camera operation recovery after restoration of power. [Server requires standard 110v service. A UPS will be provided for the recorder. Cameras are powered by the city provided POE capable switches and their power source. Cameras start reconnect sequence in the event of power loss at either the server or camera within 30 seconds of restoration and automatically retry until complete.](#)

NETWORK ASSESSMENT

Network Assessment: Describe the methodology that is being proposed for conducting a full network assessment. [MDS will work in conjunction with Johnson County DTI to ensure minimum bandwidth requirements are available on the existing city network and make recommendations. As designed the system is estimated to generate a total amount of camera network traffic between 281.49 Mbps - 331.9 Mbps. We will work with DTI to measure specific bandwidth between buildings and network hops ahead of installation](#)

System Design and Installation: The Vendor must provide a complete system design showing the integration of the video network into the data network. Further, the Vendor must provide a methodology for assuring video quality through the system. Indicate the Vendor's understanding and compliance with this requirement. [Understood](#)

Work in Conjunction with Johnson County DTI: The successful Vendor will need to work in cooperation with the City's network administrator, Johnson County DTI. Indicate the Vendor's understanding and compliance with this requirement. [Understood](#)

CABLING REQUIREMENTS

Cabling: Indicate the Vendor's understanding that it will need to work with the selected cable vendor (if not the respondent) to ensure that appropriate cable is installed and meets the specifications of the system design. [Understood](#)

Cable Testing: Indicate the Vendor's understanding that it may have to test and verify that the proposed system will function within all required parameters on the City Hall/Police Department existing cable, if the City decides not to upgrade the cable at this time. [Understood](#)

DOCUMENTATION

Indicate what documentation will be provided at the completion of the project. In particular, provide the type and number of documents (i.e. manuals, training material, diagrams, etc.) that will be provided.

Unlimited electronic copies of equipment list, installation checklist, full user manual, end-user quick start reference guides. 2 full bound printed copies to be provided

PROJECT MANAGEMENT

Indicate that the responder will provide a project manager for the duration of the project.

MDS will provide a single project manager and point of contact for the duration of the project

SITE SECURITY AND BACKGROUND CHECK

The City Hall/Police Department is a secured facility. As such, personnel working in this facility need to have a background check performed prior to beginning work, and will have to be fingerprinted and photographed. Indicate the Vendor's understanding and compliance with this requirement.

Understood

SITE RESTORATION

At the completion of the project the Respondent will remove all waste, excess materials, rubbish debris, tool and equipment resulting from or used in the services identified in this document. In addition, all old cameras, monitors and recording equipment should be removed from each of the facilities at no cost to the City. Indicate the Vendor's understanding and compliance with this requirements. Understood

TRANSITION PLAN

Installation schedule and cutover: All of the City's buildings are active facilities throughout the week, including after typical business hours. Disruptions to data networks directly impact the City's operations. While the City anticipates that some disruptions will be unavoidable, particularly as a result of re-cabling, these should be kept to a minimum. Please describe your proposed installation schedule, and the steps that will be taken to reduce disruptions. Installation of the security cameras themselves should provide no disruption to the network. In the case of access MDS will coordinate with local staff at each building to work around day to day operations and cause minimal impact to working conditions.

TRAINING

Indicate your training plan for training the City's employees on the use of the new system.

Training can be completed in group or individual sessions as desired. There are no limits to the training sessions. It is expected the that the city would provide an initial list of individuals and MDS can coordinate training sessions.

Will the respondent be able to provide training for users as outlined in Section 3.12 of the Scope of Services? YES

Can the respondent provide a "train the trainer" solution? YES

Indicate the type of training material and operational handbooks that will be provided to each user at each of the City's primary facilities. Unlimited electronic copies of equipment list, installation checklist, full user manual, end-user quick start reference guides. 2 full bound printed copies to be provided

Indicate the method that the City will use to obtain additional manuals or operational handbooks.

Contact Midwest Digital Systems at any time for additional copies.

ADMINISTRATION / SECURITY

Remote Administration: Indicate that the proposed solution will provide remote for administration of the system by the City's Administrator. [YES](#)

Administration of Security Levels: Indicate that the proposed solution will have security set features built in that allow the City's Administrator to remotely administer security levels of users. It should full integrate with the City's Active Directory and should allow the administrator to control class of service and class of restriction. [YES](#)

Passwords: Indicate that all system level passwords will be provided to the City at that the system has been installed and tested. [YES](#)

WARRANTY, MAINTENANCE AND SUPPORT

Test Period: There shall be a 30 day test period once installation of the video surveillance system has been completed and training performed. Indicate the Vendor's understanding and compliance with this requirement. [Understood](#)

Warranty: Section 3.14.2. of the Scope of Work stipulates a one-year warranty period for all equipment, materials, and labor. Indicate the Vendor's understanding and compliance with this requirement. Describe specifically the Vendor's proposed warranty for the video surveillance system and what is include in the warranty and if provided by the manufacturer or the Vendor. [A 2 year warranty will be provided by Midwest Digital Systems on all equipment and labor. See included warranty information for details.](#)

Ongoing Maintenance and Support: Provide pricing for an annual maintenance and support agreement of the video surveillance system once the warranty has concluded. Describe the scope of services and benefits provided with this agreement, including: response time commitment, any specific plan of preventative maintenance, and any preferential rates available as a result of entering the agreement.

Ongoing licensing cost: What is the annual ongoing licensing cost for the product and to access manufacturer's software and firmware updates, *excluding* any support by the installing vendor?
[There is no ongoing licensing cost](#)

Appendix E – Functionality Checklist

The following checklist will be utilized in evaluating proposed systems and solutions. Respondents will need to complete this checklist and include it with their proposals.

Feature	Support Yes / No	Comments / Limitations
Surveillance Camera System Features		
Are all cameras, and the overall system, capable of integrating fully with the City’s existing data network VLAN technology and quality of service requirements?	Yes	The system is not proprietary and conforms to standard networking standards and protocols.
Can video streams between camera and the network video recorder(s) be configured for both uni-cast and multi-cast transmission modes?	Yes & No	The cameras do support Multicast, so for fixed “public-view” type monitor locations we can set-up a multicast stream. The recorder can take multiple streams from a single cameras, but of differing resolutions so there is no use case for multi-cast from a camera to a NVR for recording.
Are all cameras proposed TCP/IP cameras that utilize power over Ethernet (PoE)?	Yes	
Are all proposed cameras full-feature including pan, tilt, and zoom (PTZ) capabilities were appropriate?	Yes	
Does the video surveillance system entail internal digital zoom capabilities that allow it to focus in on any object instantly using the inbuilt zoom feature on non PTZ cameras?	Yes	
Can the digital zoom capabilities be turned off if deemed necessary?	Yes	
Are all proposed cameras designed for indoor and outdoor applications?	Yes	
Are outdoor cameras sealed for outdoor use and provide IP66 protection against water, wind, or dust?	Yes	
Are outdoor cameras vandal resistant, immune to shock and vibration, and able to withstand the equivalent of 120lbs of force?	Yes	

Are proposed cameras high resolution, high sensitivity integral color cameras?	Yes	
Can proposed cameras accommodate monitoring visibility day and night under parking lot light illuminate conditions or better?	Yes	
Do proposed cameras offer Wide Dynamic Range and provide a mechanical cut filter for IR sensitivity?	Yes	
Do administrative user(s) have the ability to adjust the color and brightness of each camera?	Yes	
Do cameras support 4CIF D1 resolution at 30 frames per second (fps) or better?	Yes	
Does the proposed video surveillance system allow recorded video to be played back in the forward or reverse direction, frame-by-frame, and from beginning to end of the clip using "VCR-Like" buttons?	Yes	
Is the proposed video system able to record from 1-30 fps on a per camera basis?	Yes	
Does the proposed system have the capability to record when motion occurs and suppress video recordings at other times at the camera end, not at the digital recorder?	Yes	
Does the proposed system have the ability to define zones where a recording trigger would not be enabled?	Yes	
Does the system have the ability to define recording schedules through an Internet browser only?	Yes	

Does the proposed video surveillance system provide video authentication, checksums, and reporting to ensure videos are not altered in any way?	Yes	
Does the proposed video surveillance system provide simultaneous viewing of both live and recorded video through a web browser interface exclusively?	Yes*	<i>Not exclusively.</i> You can monitor live and recorded video from a almost any web browser, as well as through mobile apps and through dedicated client software . There are no limits on the types or number of connections.
Is the proposed system able to be administered through a web browser including full control of PTZ cameras?	Yes	
Does the proposed video surveillance system export directly into industry standard formats (e.g. JEG, AVI, and WMV)?	Yes	
Does the proposed video surveillance system allow viewing of up to 16 images on a single display with at least a resolution of 1024 x 768?	Yes	
Does the Internet browser display allow for viewing of different cameras from multiple network video recorders simultaneously?	Yes	
Does the proposed system support motion based recording that can be configured to save disk space, change operator views and send alerts?	Yes	
Is the system administrator able to access video from any network video recorder, instantly?	Yes	
Does the video management solution have the ability for the operator to trigger any camera that is not actively archiving video?	Yes	

Is this trigger initiated from an http call to the system?	No	If you mean recording, it is triggered from the software client, not via the camera. Live view streams are HTTP.
Does the proposed solution provide the ability for multiple cameras to update at once using a batch administration feature from the Administrator leveraging an Excel template?	Yes	You can import camera configurations through the software client.
Does the proposed video surveillance system provide a comprehensive authentication system that allows user authentication against Microsoft Active Directory for simultaneous access to all network video recorders, city-wide?	Yes	
Does the system provide comprehensive role-based authorization for each user?	Yes	
Does the administrative user(s) have the capability to create new users and define granular control over all system and camera functions?	Yes	
Is the proposed system expandable for future camera installations without forklift upgrades or visible topology changes to the end-user through the web interface?	Yes	
Does the proposed system require individual client licenses or any reoccurring licenses fees?	No	There are no client licensing fees. Camera licenses are a one time purchase. There is an <i>Optional</i> Software Subscription that provides ongoing access to the latest updates. 1 Year of updates are included as part of this proposal.
Other Features Not Identified		

Appendix F – Pricing Matrix

The following pricing matrix will be utilized in evaluating proposed system and solutions. Respondents will need to complete this pricing matrix (or reproduce it) and include with their proposals. Pricing is for all equipment and services, including cameras, switches, and servers, labor, training, maintenance, etc. All prices on equipment, materials, and labor must be itemized as shown. The pricing must also reflect the cost of shipping and handling or any other cost for implementation. Additionally, the City reserves the right to purchase all or some of the proposed solution.

Equipment (Indicate all hardware including cameras, switches, servers, and software. Provide specification / description sheets for any key pieces of hardware proposed, including all cameras, switches, servers, control units, expansion cards, etc.)

Item	Description	Quantity	Unit Price	Total
E-1	VMS Server ASC-48T-W10	1	\$7,826.00	\$7,826.00
E-2	WV-SFN-130	21	\$266.20	\$5,590.20
E-3	WV-SFV130	5	\$364.48	\$1,822.40
E-4	WV-S2131L	8	\$504.88	\$4,039.04
E-5	WV-S2231L	8	\$531.88	\$4,255.04
E-6	WV-S1131	4	\$485.44	\$1,941.76
E-7	WV-1531LN	6	\$660.40	\$3,962.40
E-8	WV-1531LTN	2	\$713.32	\$1,426.64
E-9	WV-S2531LN	8	\$623.68	\$4,989.44
E-10	Exacqvision Enterprise EVENIP Cam License	62	\$151.20	\$9,374.40
E-11	Monitor	3	\$264.00	\$792.00
E-12	Varifocal/Fixed 90+ 3 Megapixel Lens	4	\$170.48	\$681.92
			Total	\$46,701.24

Materials and Incidentals (Indicate cabling, mounting brackets, etc.)

Item	Description	Quantity	Unit Price	Total
I-1	Camera Mounting Brackets	1	\$544.47	\$544.47
I-2	Monitor Brackets	2	\$48.60	\$97.20
I-3	Misc Connectors, brackets	1	\$685.80	\$685.80
I-4	Power supplies		\$161.20	\$161.20
I-5				
			Total	\$1,488.67

Labor

Item	Description	# of Hours	Hourly Rate	Total
L-1	Installation	94	\$65.00	\$5,640.00
L-2	Mgmt, design, engineering	16	\$65.00	\$960.00
L-3	Office OH	1	\$240	\$240.00
L-4				
			Total	\$6,840.00

Training (Indicate any training that will be at no additional charge.)

Item	Description	# of Hours	Hourly Rate	Total
T-1	Training covered during the warranty period at no charge	Unlimited	0.00	0.00
T-2				
T-3				
T-4				
T-5	(Respondent should add additional lines as needed)			
			Total	0.00

Licenses (Provide cost for any licenses required. If discounts are available for multi-year support agreements, please provide this information regarding the length of term and net discount percentage)

Item	Description	Discount	Length of Term	Total
LC-1	No additional licensing required			
LC-2				
LC-3				
LC-4				
LC-5	(Respondent should add additional lines as needed)			
			Total	0.00

Maintenance (Provide annual maintenance costs. If discounts are available for multi-year support agreements, please provide this information regarding the length of term and net discount percentage.)

Item	Description	Discount	Length of Term	Total
M-1	Maintenance 1 st year maintenance, updates, service			\$960.00
M-2	<i>Optional Maintenance for years 2-5</i>		<i>Annual</i>	<i>\$2550</i>
M-3				
			Total	\$960.00

Other Costs (Provide any other costs that were not identified above.)

Item	Description	Quantity	Unit Price	Total
O-1				
O-2				
O-3				
O-4				
O-5	(Respondent should add additional lines as needed)			
			Total	0.00

Project Grand Total			\$55,990
----------------------------	--	--	-----------------

Appendix G– Acknowledgment of Addenda

Respondents will need to complete this and sign this acknowledgment that it has received and considered all Addenda that were issued in relation to this RFP.

Midwest Digital Systems LLC (Vendor) does hereby certify that we have received any and all addendum issued by the City of Mission in relation to the Request for Proposals for:

TCP/IP Based Video Surveillance System

And, that Vendor has reviewed and understands each addenda issued and has developed its response to the Request for Proposals in accordance with said addendum.

Name of Vendor: Midwest Digital Systems LLC

Address of Vendor: 2901 NW Platte Road Riverside, MO

Name of Individual of Vendor with Authority to Sign on Behalf of Vendor:

Scott Clingan

Title of Individual:

Vice President

Signature:



Equipment Specification Sheets

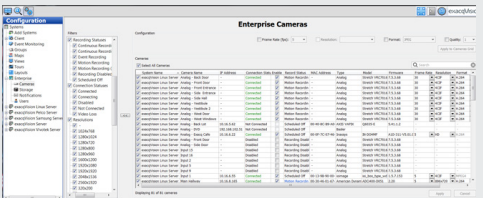
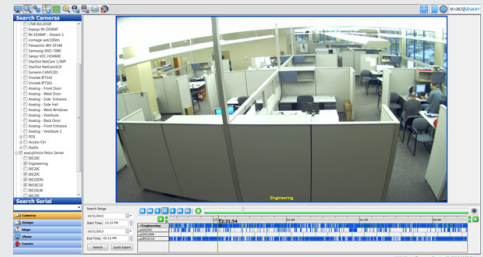
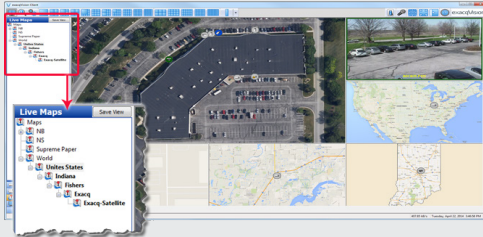


Trusted Expertise in Loss Prevention

Phone (866) 935-3095 • Fax (816) 527-8020

www.midwestdigitalsystems.com

exacqVision Enterprise Large-Scale, Intuitive VMS Software



EasyConnect



• Large-Scale, Intuitive Video Management System (VMS) Features

- Effectively monitor video, audio and data in real time
 - Two-way audio
 - Interactive and multi-level mapping
 - Data integration from retail and access control systems
 - Notification overlays
- Conduct investigations on recorded video, audio and data
- VideoPush video wall sends video to another exacqVision user or public view monitor
- Constantly expand functionality with included regular software updates

• Multi-Server Administration

- Single-screen administration across multiple systems:
 - Cameras: Globally configure and monitor camera settings across the enterprise
 - Storage: Monitor storage health, configure S-Series storage connections
 - Users: Simultaneous administration of all users on multiple servers
 - LDAP/Active Directory Integration: standardized network administration
 - E-mail and Text Notifications: Quickly configure notification rules on all servers

• Enterprise System Manager

- Option to add Enterprise System Manager, a centralized health monitoring and software updating system available on a PC or mobile device

• Multi-Level Mapping

- Create hierarchical nesting of maps for faster camera and device navigation

• Ease of Use & Flexibility

- Requires little to no training
- Software installs in minutes
- EasyConnect automatically finds, assigns and addresses compatible IP cameras
- Easily add IP licenses at any time
- Per camera server licensing with no base server fee

• View Video Anywhere with Free Client Software

- Access live and recorded video on Windows, Linux or Mac PCs
- Use the free web service application with any modern browser
- Download the free exacq Mobile app available for iOS, Android, Windows Phone 8

• Highly Scalable

- Single client connects to thousands of servers
- Allows you to connect up to 64 analog and 128 IP cameras on exacqVision hybrid servers
- Offers high video throughput with minimal CPU and RAM requirements necessary

• Build a Best-of-Breed Physical Security System

- Integrates with:
 - Over 2,000 IP cameras and encoders from over 60 manufacturers
 - 20 access control systems
 - Video analytics solutions for LPR, heat mapping and intrusion detection
 - Retail/point-of-sale analytics

• Constantly Expanding Functionality with Included Software Updates

- Get more video management features without replacing your entire VMS
- Includes 1 year free software updates (three years on exacqVision NVRs)

CLIENT WORKSTATION MINIMUM HARDWARE REQUIREMENTS	TYPICALLY FOR VIEWING 1-4 ANALOG CAMERAS
Processor	Intel® Celeron® G540 or higher
RAM	1 GB
Hard Drive	40 GB
Video	Intel HD (on-CPU GPU)
Operating Systems	Microsoft® Windows XP, server 2003 (minimum), Ubuntu 8.04 or higher
VMS SERVER HARDWARE MINIMUM REQUIREMENTS	TYPICALLY LESS THAN 50 MBPS CAMERA TRAFFIC, 1-2 SIMULTANEOUS REMOVE CLIENTS
Processor	Intel® Atom D525 1.8GHz or higher
RAM	2 GB
Hard Drive	60 GB (OS) + 250 GB (video) > 15 MBps non-sequential write
Operating System	Microsoft® Windows 7 Pro, Microsoft® Server 2003, Ubuntu 8.04 or higher
NIC	1 Gbps
WEB BROWSER ACCESS	
Compatibility	Internet Explorer, Firefox, Safari, Opera, Chrome
MOBILE DEVICE ACCESS	
Compatibility	iOS, Android, Windows Phone 8

exacqVision Enterprise VMS Software is available on exacqVision servers:

exacqVision **Z-Series**



exacqVision **A-Series**



exacqVision **ELP**



Related Products



exacqVision Hybrid & IP Camera Servers



exacqVision Enterprise System Manager (ESM)



exacqVision Virtual

www.exacq.com

SENECA ASSURANCE NETWORK VIDEO RECORDER

Mid-Commercial Level Video Storage Appliance

The Seneca Assurance series network video recorder takes the term “Assurance” far beyond just a name. Designed with best-in-class enterprise components, this appliance and mission critical projects go hand-in-hand. High throughput and performance balance your camera load while scalable architecture keeps stride with your retention requirements.

To guarantee a truly optimized platform, the Arrow Advanced Engineering Team integrates VMS specific performance tunings right out of the box, making installation and integration easier than ever.

All of this and more, backed by industry leading support, gives the Seneca Assurance Series an unparalleled competitive edge.

All Seneca NVR servers come with Seneca xConnect pre-installed. Seneca xConnect is an industry-best hardware monitoring tool designed to monitor, report and manage the environment and performance of your server hardware.

KEY FEATURES

- 5 Year Global next day on-site service
- Industry leading xConnect hardware monitoring ensures maximum up time
- Tested, Validated and Certified with top VMS applications
- Performance tunings optimized for specific VMS



Leveraging customized hardware by a trusted security vendor

- Global support
- 96TB raw storage
- RAID options 0, 1, 5, 6, 10



SENECA ASSURANCE

SYSTEM

Processor	Intel® Xeon® Silver Processor Family
Operating System	Windows Server 2016 Windows 10 IoT
Manufacturer	Seneca
Memory	Default: 32 GB (4 × 8GB) DDR4 2666MHz ECC configured in Quad-Channel Mode Option: 48 GB (6 × 8GB) DDR4 2666MHz ECC configured in Six-Channel Mode
Maximum Data Storage	Up to 96TB RAW
Video Outputs	VGA
Networking	4 × 1GbE with optional 10GbE SFP+
USB	Front: 1 × USB 2.0 Rear: 2 × USB 3.0
Expansion Slots	H840 Storage Expander Connect up to 4 JBOD Expansion Chassis @ 96TB each
RAID	Operating System RAID: 2 × 240GB SSD (RAID 1) Data RAID Level: PERC H730P JBOD, 0, 1, 5, 6, 10
High Speed Live Drive	2 or 4 × 1.2TB 10K SAS Option*
NVR Hardware Monitoring	Pre-Installed with Seneca xConnect Server Agent; iDRAC 9 Basic
Warranty	5 Year Global Next Day, Onsite Warranty Standard

MECHANICAL

Form Factor	2U
OS Drive Bays	2 × M.2 BOSS PCIe Card
Data Drive Bays	Up to 12 × 3.5" Hot Swappable
Power Supply	1+1 750W hot plug redundant 80+ Platinum
Ambient Operating Temp	10°C to 35°C (50°F to 95°F)
Operating Humidity	5% ~ 90% non-condensing
Dimensions (w x h x d)	17.08 × 3.4 × 27.86 in / 434 × 86 × 708 mm
Weight	71.5 lbs / 32.5 kg fully populated

*Live Drive Configurations are capped at 64TB of raw local archive storage due to drive bay requirements



ARROW
Five Years Out

Arrow Electronics, Inc.
6040 Tarbell Road | Syracuse, NY 13206
p: 800.227.3432 | www.senecadata.com

iA (intelligent Auto) H.265 Network Camera

Panasonic WV-S2131L captures the highest quality images automatically even in very challenging and fast-changing surveillance environments. Intelligent Auto (iA) allows the camera to automatically adjust the key settings in real-time depending on the scenery and movement, reducing distortion such as motion blur and moving objects. New industry-leading 144dB dynamic range delivers balanced scene exposure in dynamic and extreme-backlit lighting environments. In addition, color night vision provides outstanding low-light performance with accurate color rendition and saturation from i-Pro's 1/3" sensor, rivaling the performance of costlier 1/2" sensor cameras in the market. The adopted H.265 Smart Coding technology, intelligently reduces bandwidth efficiency of up to 95%* more than H.264 for longer recording and less storage. Cameras out-of-the-box, support full data encryption streaming and is compliant to FIPS 140-2 Level 1 standards to keep your video secured.

*Value in Advanced mode with Smart Facial Coding. It depends on the scene.

Extreme image quality allows evidence to be captured even under challenging conditions

- Auto Shutter speed control for fast moving vehicles
- Sharp and clear images of a walking person day & night
- Outstanding low light performance in true color with low noise for night time applications
- Super Dynamic 144dB for backlit situations involving headlights and shadows on night streets

Extreme H.265 compression with new Smart Coding

- Longer recording and less storage compared to any H.264 based compression techniques
- New self-learning ROI* encoding (Auto VIQS) detects movement within the image and compresses the areas with little motion in order to reduce transmitted data while maintaining the quality of the image.
- New "Smart Facial Coding" adds more bandwidth reduction for ID camera applications mainly capturing faces

*Region of Interest

Extreme Data Security

- Full encryption SD card edge recording to keep your data safe
- FIPS 140-2 Level 1 compliant
- Full end-to-end system encryption with supported VMS and devices to protect from IP snooping/spoofing and detect data alteration

Key Features

- Full HD 1080p 60fps
- iA (intelligent Auto)
- Extreme Super Dynamic 144dB
- Color night vision (0.0008 to 0.012 lx)
- H.265 Smart Coding
- FIPS 140-2 Level 1 compliant

Applications

- Airport (Passport control / Security checkpoint / Ticket counter)
- Retail / Bank / Education / Hospital / Building



Specifications

Camera	Image Sensor	Approx. 1/3 type MOS image sensor
	Minimum Illumination	Color : 0.012 lx, BW : 0.006 lx (F1.6, Maximum shutter : Off (1/30s), AGC : 11) BW : 0 lx (F1.6, Maximum shutter : Off (1/30 s), AGC : 11, when the IR LED is lit) Color : 0.0008 lx, BW : 0.0004 lx (F1.6, Maximum shutter : Max. 16/30s, AGC : 11) *1
	White Balance	AWC (2,000 - 10,000 K), ATW1 (2,700 - 6,000 K), ATW2 (2,000 - 6,000 K)
	Shutter Speed	1/30 Fix to 1/10000 Fix *1/30 Fix to 2/120 Fix is available during 30 fps mode only. *1/60 Fix is available during 60 fps mode only.
	Intelligent Auto	On / Off
	Super Dynamic ²	On / Off, the level can be set in the range of 0 to 31.
	Dynamic Range	144 dB (Super Dynamic : On)
	Adaptive Black Stretch	The level can be set in the range of 0 to 255.
	Back light compensation / High light compensation	BLC (Back light compensation) / HLC (High light compensation) / Off (Only when Super dynamic and Intelligent Auto : Off)
	Fog compensation	On / Off (only when Intelligent auto / auto contrast adjust : Off)
	Maximum gain (AGC)	The level can be set in the range of 0 to 11.
	Color/BW (ICR)	Off / On (IR Light Off) / On (IR Light On) / Auto1 (IR Light Off) / Auto2 (IR Light On) / Auto3 (SCC)
	IR LED	High / Middle / Low / Off, Maximum irradiation distance : 30 m (Approx. 98 ft)
	Digital Noise Reduction	The level can be set in the range of 0 to 255.
	Video Motion Detection (VMD)	On / Off, 4 areas available
	Intelligent VMD (i-VMD) ³	Type 4 *optional plug-in software WV-SAE200
	Stabilizer ³	On / Off (available only in the 30 fps mode)
	Privacy Zone	On / Off (up to 8 zones available)
	Image rotation ⁴	0° / 90° / 180° / 270°
	Camera Title (OSD)	On / Off Up to 20 characters (alphanumeric characters, marks)
Focus Adjustment	Auto back focus / Manual	
Lens	Focal length	2.8 - 10 mm (1/8 inches - 13/32 inches)
	Zoom ratio	3.6 x (Motorized zoom / Auto Focus)
	Angular Field of View	[16 : 9 mode] Horizontal : 30° (TELE) - 110° (WIDE) Vertical : 17° (TELE) - 59° (WIDE) [4 : 3 mode] Horizontal : 25° (TELE) - 90° (WIDE) Vertical : 19° (TELE) - 66° (WIDE)
	Maximum Aperture Ratio	1 : 1.6 (WIDE) - 1 : 3.4 (TELE)
	Focusing Range	0.3 m (11-13/16 inches) - ∞
Adjusting Angle	Horizontal : -240 to +120°, Vertical : -30 to +85°, Yaw : ±100°	
Browser GUI	Camera Control	Brightness, AUX On / Off
	Audio	Mic (Line) Input : On / Off Volume adjustment : Low / Middle / High Audio Output : On / Off Volume adjustment : Low / Middle / High
	GUI / Setup Menu Language	English, Italian, French, German, Spanish, Portuguese, Russian, Chinese, Japanese
Network	Network IF	10Base-T / 100Base-TX, RJ45 connector
	Resolution	•2 mega pixel [16 : 9] (30/60 fps) 1,920 x 1,080 / 1,280 x 720 / 640 x 360 / 320 x 180
	H.265 / H.264 JPEG (MJPEG)	•3 mega pixel [4 : 3] (30 fps) 2,048 x 1,536 ⁵ / 1,280 x 960 / 800 x 600 / 640 x 480 / 400 x 300 / 320 x 240
	H.265 / H.264 ⁶	Constant bit rate / VBR / Frame rate / Best effort
	JPEG	Unicast / Multicast
	Smart Coding	10 steps
		Smart Facial Coding ³ : On (Smart Facial Coding) / On (Auto VIQS) / Off *Smart Facial Coding is only available with Stream(1). GOP (Group of pictures) : On (Advanced) / On (Low) / On (Mid) / Off *On(Advanced) is only available with H.265.

Network	Audio Compression	G.726 (ADPCM) : 16 kbps / 32 kbps G.711 : 64 kbps AAC-LC ⁷ : 64 kbps / 96 kbps / 128 kbps
	Audio transmission mode	Off / Mic (Line) input / Audio output / Interactive (Half duplex) / Interactive (Full duplex)
	Supported Protocol	IPv6 : TCP/IP, UDP/IP, HTTP, HTTPS, RTP, FTP, SMTP, DNS, NTP, SNMP, DHCPv6, MLD, ICMP, ARP, IEEE 802.1X, DiffServ IPv4 : TCP/IP, UDP/IP, HTTP, HTTPS, RTSP, RTP, RTP/RTCP, FTP, SMTP, DHCP, DNS, DDNS, NTP, SNMP, UPnP, IGMP, ICMP, ARP, IEEE 802.1X, DiffServ
	No. of Simultaneous Users	Up to 14 users (Depends on network conditions)
	SDXC/SDHC/SD Memory Card (Option)	H.265 / H.264 recording : Manual REC / Alarm REC (Pre/Post) / Schedule REC / Backup upon network failure JPEG recording : Manual REC / Alarm REC (Pre/Post) / Backup upon network failure Compatible SDXC/SDHC/SD Memory Card: Panasonic 2 GB, 4 GB*, 8 GB*, 16 GB*, 32 GB*, 64 GB**, 128 GB**, 256 GB** model *SDHC card, ** SDXC card (except miniSD card and microSD card)
	Mobile Terminal Compatibility	iPad, iPhone, Android™ mobile terminals
Alarm	Alarm Source	3 terminals input, VMD alarm ⁸ , Command alarm, Audio detection alarm
	Alarm Actions	SDXC/SDHC/SD memory recording, E-mail notification, HTTP alarm notification Indication on browser, FTP image transfer, Panasonic alarm protocol output
Input/Output	Monitor Output (for adjustment)	VBS : 1.0 V [p-p] / 75 Ω, composite, ø3.5 mm mini jack An NTSC or PAL signal can be outputted from camera
	Audio input	ø3.5 mm stereo mini jack Input impedance: Approx. 2 kΩ (unbalanced) (Applicable microphone : Plug-in power type) Supply voltage : 2.5 V ±0.5 V
	Audio Output	ø3.5 mm stereo mini jack (monaural output) Output impedance : Approx. 600 Ω (unbalanced)
	External I/O Terminals	ALARM IN 1 (Black & white input, Auto time adjustment input) (x1), ALARM IN 2 (ALARM OUT) (x1), ALARM IN 3 (AUX OUT) (x1)
General	Safety	UL (UL60950-1), c-UL (CSA C22.2 No.60950-1), CE, IEC60950-1
	EMC	FCC (Part15 ClassA), ICES003 ClassA, EN55032 ClassB, EN55024
	Power Source and Power Consumption	DC power supply : DC12 V 560 mA, Approx. 6.8 W PoE (IEEE802.3af compliant) Device : DC48 V 150 mA, Approx. 7.2 W (Class 0 device)
	Ambient Operating Temperature	-10 °C to +50 °C (14 °F to 122 °F)
	Ambient Operating Humidity	10 to 90 % (no condensation)
	Dimensions	ø129.5 mm x 101 mm (H) (ø5-3/32 inches x 3-31/32 inches (H)) Dome radius 40 mm (1-9/16 inches)
	Mass (approx.)	Approx. 560 g (1.23 lbs)
	Finish	Main body : ABS resin, sail white Dome section : Clear acrylic resin

*1 Converted value

*2 Super Dynamic function is automatically set off on 60 fps mode.

*3 Stabilizer, Smart Facial Coding, i-VMD can not be used at the same time.

*4 When "3 mega pixel [4 : 3](30fps mode)" is selected for "Image capture mode", "90 °" and "270 °" cannot be selected.

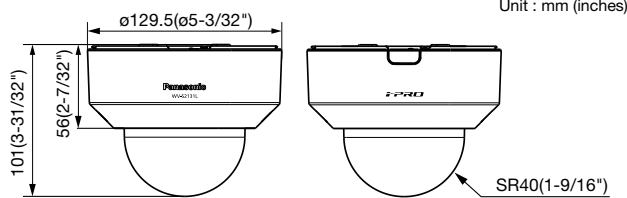
*5 Used by super resolution techniques

*6 Transmission for 4 streams can be individually set.

*7 Only use AAC-LC (Advanced Audio Coding - Low Complexity) when recording audio on an SD memory card.

*8 Including alarms from Plug-in Software

Appearance



Trademarks and registered trademarks

- iPad and iPhone are registered trademarks of Apple Inc.
- Android is a trademark of Google Inc.
- ONVIF and the ONVIF logo are trademarks or registered trademarks of ONVIF Inc.
- All other trademarks identified herein are the property of their respective owners.

Important

- Safety Precaution : Carefully read the Important Information, Installation Guide and operating instructions before using this product.
- Panasonic cannot be responsible for the performance of the network and/or other manufacturers' products used on the network.

Optional Accessories

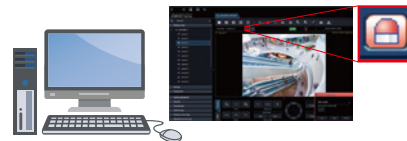
Ceiling Mount Bracket WV-Q105A 	Embedded Ceiling Mount Bracket WV-Q174B 	Dome Cover (Smoke type) WV-CF5SA 
--	--	---

Plug-in Software for i-VMD

WV-SAE200

i-VMD is possible to detect objects in the specified area by advanced video analysis technology.

i-VMD : Intruder Detection, Loitering Detection, Direction Detection, Scene Change Detection, Object Detection, Cross Line Detection




Notification sent to the monitoring screen

- Masses and dimensions are approximate.
- Specifications are subject to change without notice.

DISTRIBUTED BY :

Panasonic

<https://security.panasonic.com>

 <http://www.facebook.com/PanasonicNetworkCamera>

(2A-176CL)

iA (intelligent Auto) H.265 Network Camera

Panasonic WV-S2531LN captures the highest quality images automatically even in very challenging and fast-changing surveillance environments. Intelligent Auto (iA) allows the camera to automatically adjust the key settings in real-time depending on the scenery and movement, reducing distortion such as motion blur and moving objects. New industry-leading 144dB dynamic range delivers balanced scene exposure in dynamic and extreme-backlit lighting environments. In addition, color night vision provides outstanding low-light performance with accurate color rendition and saturation from i-Pro's 1/3" sensor, rivaling the performance of costlier 1/2" sensor cameras in the market. The adopted H.265 Smart Coding technology, intelligently reduces bandwidth efficiency of up to 95%* more than H.264 for longer recording and less storage. Cameras out-of-the-box, support full data encryption streaming and is compliant to FIPS 140-2 Level 1 standards to keep your video secured.

*Value in Advanced mode with Smart Facial Coding. It depends on the scene.

Extreme image quality allows evidence to be captured even under challenging conditions

- Auto Shutter speed control for fast moving vehicles
- Sharp and clear images of a walking person day & night
- Outstanding low light performance in true color with low noise for night time applications
- Super Dynamic 144dB for backlit situations involving headlights and shadows on night streets
- Environmental durability : IP66, IK10, 50J compliant and Dehumidification device

Extreme H.265 compression with new Smart Coding

- Longer recording and less storage compared to any H.264 based compression techniques
- New self-learning ROI* encoding (Auto VIQS) detects movement within the image and compresses the areas with little motion in order to reduce transmitted data while maintaining the quality of the image.
- New "Smart Facial Coding" adds more bandwidth reduction for ID camera applications mainly capturing faces

*Region of Interest

Extreme Data Security

- Full encryption SD card edge recording to keep your data safe
- FIPS 140-2 Level 1 compliant
- Full end-to-end system encryption with supported VMS and devices to protect from IP snooping/spoofing and detect data alteration

Key Features

- Full HD 1080p 60fps
- iA (intelligent Auto)
- Extreme Super Dynamic 144dB
- Color night vision (0.0008 to 0.012 lx)
- H.265 Smart Coding
- FIPS 140-2 Level 1 compliant
- ClearSight Coating

Applications

- Safe City
- Transportation (Airport / Train, Subway station)
- Bank (ATM, Entrance)
- Retail / Logistics / Education / Hospital / Building



with Base Bracket

Specifications

Camera	Image Sensor	Approx. 1/3 type MOS image sensor
	Minimum Illumination	Color : 0.012 lx, BW : 0.006 lx (F1.6, Maximum shutter : Off (1/30s), AGC : 11) BW : 0 lx (F1.6, Maximum shutter : Off (1/30 s), AGC : 11, when the IR LED is lit) Color : 0.0008 lx, BW : 0.0004 lx (F1.6, Maximum shutter : Max. 16/30s, AGC : 11) *1
	White Balance	AWC (2,000 - 10,000 K), ATW1 (2,700 - 6,000 K), ATW2 (2,000 - 6,000 K)
	Shutter Speed	1/30 Fix to 1/10000 Fix *1/30 Fix to 2/120 Fix is available during 30 fps mode only. *1/60 Fix is available during 60 fps mode only.
	Intelligent Auto	On / Off
	Super Dynamic ²	On / Off, the level can be set in the range of 0 to 31.
	Dynamic Range	144 dB (Super Dynamic : On)
	Adaptive Black Stretch	The level can be set in the range of 0 to 255.
	Back light compensation / High light compensation	BLC (Back light compensation) / HLC (High light compensation) / Off (Only when Super dynamic and Intelligent Auto : Off)
	Fog compensation	On / Off (only when intelligent auto / auto contrast adjust : Off)
	Maximum gain (AGC)	The level can be set in the range of 0 to 11.
	Color/BW (ICR)	Off / On (IR Light Off) / On (IR Light On) / Auto1 (IR Light Off) / Auto2 (IR Light On) / Auto3 (SCC)
	IR LED	High / Middle / Low / Off, Maximum irradiation distance : 40 m (Approx. 131 ft)
	Digital Noise Reduction	The level can be set in the range of 0 to 255.
	Video Motion Detection (VMD)	On / Off, 4 areas available
	Intelligent VMD (i-VMD) ³	Type 4 * optional plug-in software WV-SAE200
	Stabilizer ³	On / Off (available only in the 30 fps mode)
	Privacy Zone	On / Off (up to 8 zones available)
	Image rotation ⁴	0° / 90° / 180° / 270°
	Camera Title (OSD)	On / Off Up to 20 characters (alphanumeric characters, marks)
Focus Adjustment	Auto back focus / Manual	
Lens	Focal length	2.8 - 10 mm {1/8 inches - 13/32 inches}
	Zoom ratio	3.6 x (Motorized zoom / Auto Focus)
	Angular Field of View	{16 : 9 mode} Horizontal : 30° (TELE) - 108° (WIDE) Vertical : 17° (TELE) - 58° (WIDE) {4 : 3 mode} Horizontal : 25° (TELE) - 90° (WIDE) Vertical : 19° (TELE) - 65° (WIDE)
	Maximum Aperture Ratio	1 : 1.6 (WIDE) - 1 : 3.35 (TELE)
Focusing Range	0.3 m (11-13/16 inches) - ∞	
Adjusting Angle	Horizontal : ±180°, Vertical : -30 to +85°, Yaw : ±100°	
Browser GUI	Camera Control	Brightness, AUX On / Off
	Audio	Mic (Line) Input : On / Off Volume adjustment : Low / Middle / High Audio Output : On / Off Volume adjustment : Low / Middle / High
	GUI / Setup Menu Language	English, Italian, French, German, Spanish, Portuguese, Russian, Chinese, Japanese
Network	Network IF	10Base-T / 100Base-TX, RJ45 connector
	Resolution	*2 mega pixel [16 : 9] (30/60 fps) 1,920 x 1,080 / 1,280 x 720 / 640 x 360 / 320 x 180
	H.265/ H.264 JPEG (MJPEG)	*3 mega pixel [4 : 3] (30 fps) 2,048 x 1,536 ⁵ / 1,280 x 960 / 800 x 600 / 640 x 480 / 400 x 300 / 320 x 240
	H.265/ H.264 ⁶	Transmission Mode Constant bit rate / VBR / Frame rate / Best effort
	JPEG	Transmission Type Unicast / Multicast
	Smart Coding	Image Quality 10 steps
		Smart Facial Coding ³ : On (Smart Facial Coding) / On (Auto VIQS) / Off *Smart Facial Coding is only available with Stream(1). GOP (Group of pictures) : On (Advanced) / On (Low) / On (Mid) / Off *On(Advanced) is only available with H.265.

*1 Converted value

*2 Super Dynamic function is automatically set off on 60 fps mode.

Network	Audio Compression	G.726 (ADPCM) : 16 kbps / 32 kbps G.711 : 64 kbps AAC-LC ⁷ : 64 kbps / 96 kbps / 128 kbps
	Audio transmission mode	Off / Mic (Line) input / Audio output / Interactive (Half duplex) / Interactive (Full duplex)
	Supported Protocol	IPv6 : TCP/IP, UDP/IP, HTTP, HTTPS, RTP, FTP, SMTP, DNS, NTP, SNMP, DHCPv6, MLD, ICMP, ARP, IEEE 802.1X, DiffServ IPv4 : TCP/IP, UDP/IP, HTTP, HTTPS, RTSP, RTP, RTP/RTCP, FTP, SMTP, DHCP, DNS, DDNS, NTP, SNMP, UPnP, IGMP, ICMP, ARP, IEEE 802.1X, DiffServ
Alarm	No. of Simultaneous Users	Up to 14 users (Depends on network conditions)
	SDXC/SDHC/SD Memory Card (Option)	H.265 / H.264 recording : Manual REC / Alarm REC (Pre/Post) / Schedule REC / Backup upon network failure JPEG recording : Manual REC / Alarm REC (Pre/Post) / Backup upon network failure Compatible SDXC/SDHC/SD Memory Card : Panasonic 2 GB, 4 GB, 8 GB, 16 GB, 32 GB, 64 GB ^{**} , 128 GB ^{**} , 256 GB ^{**} model *SDHC card, **SDXC card (except miniSD card and microSD card)
	Mobile Terminal Compatibility	iPad, iPhone, Android™ mobile terminals
Input/ Output	Alarm Source	3 terminals input, VMD alarm ⁸ , Command alarm, Audio detection alarm
	Alarm Actions	SDXC/SDHC/SD memory recording, E-mail notification, HTTP alarm notification Indication on browser, FTP image transfer, Panasonic alarm protocol output
	Monitor Output (for adjustment)	VBS : 1.0 V [p-p] / 75 Ω, composite, ø3.5 mm mini jack An NTSC or PAL signal can be outputted from camera
General	Audio input	ø3.5 mm stereo mini jack Input impedance: Approx. 2 kΩ (unbalanced) (Applicable microphone : Plug-in power type) Supply voltage : 2.5 V ±0.5 V
	Audio Output	ø3.5 mm stereo mini jack (monaural output) Output impedance : Approx. 600 Ω (unbalanced)
	External I/O Terminals	ALARM IN 1 (Black & white input, Auto time adjustment input) (x1), ALARM IN 2 (ALARM OUT) (x1), ALARM IN 3 (AUX OUT) (x1)
General	Safety	UL (UL60950-1), c-UL (CSA C22.2 No.60950-1), CE, IEC60950-1
	EMC	FCC (Part15 ClassA), ICES003 ClassA, EN55032 ClassB, EN55024
	Power Source and Power Consumption	DC power supply : DC12 V 750 mA, Approx. 9 W PoE (IEEE802.3af compliant) Device : DC48 V 195 mA, Approx. 9.4 W (Class 0 device)
	Ambient Operating Temperature	IR LED : On -40 °C to +50 °C (-40 °F to 122 °F), IR LED : Off -40 °C to +60 °C (-40 °F to 140 °F) (Power On range : -30 °C to +60 °C (-22 °F to 140 °F))
	Ambient Operating Humidity	10 to 100 % (no condensation)
	Water and Dust Resistance	IP66, IEC60529 measuring standard compatible, Type 4X(UL50), NEMA 4X compliant
	Shock Resistance	Compliant with 50J IEC60068-2-75, IK10 (IEC 62262)
	Dimensions	ø164 mm x 139 mm (H) [ø6-15/32 inches x 5-15/32 inches (H)] * Installing using the base bracket Dome radius 42 mm {1-21/32 inches}
	Mass (approx.)	When using base bracket : Approx. 1.6 kg (3.53 lbs) When using attachment plate : Approx. 1.2 kg (2.65 lbs)
	Finish	Main body : Aluminum die cast, light gray Dome section : Clear polycarbonate resin (ClearSight coating)

*3 Stabilizer, Smart Facial Coding, i-VMD can not be used at the same time.

*4 When "3 mega pixel [4 : 3] (30fps mode)" is selected for "Image capture mode", "90 °" and "270 °" cannot be selected.

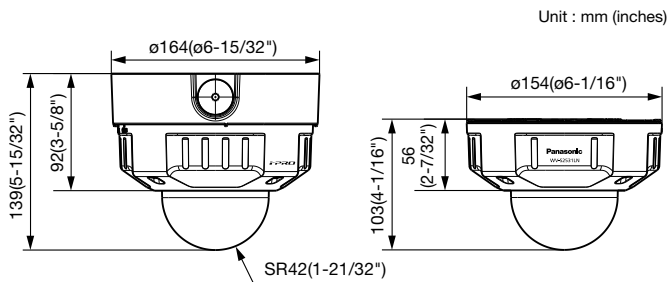
*5 Used by super resolution techniques

*6 Transmission for 4 streams can be individually set.

*7 Only use AAC-LC (Advanced Audio Coding - Low Complexity) when recording audio on an SD memory card.

*8 Including alarms from Plug-in Software

Appearance



Trademarks and registered trademarks

- iPad and iPhone are registered trademarks of Apple Inc.
- Android is a trademark of Google Inc.
- ONVIF and the ONVIF logo are trademarks or registered trademarks of ONVIF Inc.
- All other trademarks identified herein are the property of their respective owners.

Important

- Safety Precaution : Carefully read the Important Information, Installation Guide and operating instructions before using this product.
- Panasonic cannot be responsible for the performance of the network and/or other manufacturers' products used on the network.

• Masses and dimensions are approximate. • Specifications are subject to change without notice.

Optional Accessories

Embedded Ceiling Mount Bracket WV-Q169A	Dome Cover (Smoke type) WV-CW7S	Dome Cover (Smoke type with ClearSight coating) WV-CW7SN	Sun Shade WV-Q7118	Ceiling Mount Bracket WV-Q105A
Ceiling Mount Bracket WV-Q121B	Wall Mount Bracket (Light gray) WV-Q185 Wall Mount Bracket (Fine silver) WV-Q122A	Mount Bracket (Light gray) WV-Q186 Mount Bracket (Fine silver) WV-Q124	Pole Mount Bracket (Light gray) WV-Q182 Pole Mount Bracket (Fine silver) WV-Q188	Corner Mount Bracket (Light gray) WV-Q183 Corner Mount Bracket (Fine silver) WV-Q189
(This bracket requires WV-Q186 or WV-Q124).	(This bracket requires WV-Q186 or WV-Q124).	(This bracket requires WV-Q185 or WV-Q124 or WV-Q121B).	(This bracket requires WV-Q185 or WV-Q124).	(This bracket requires WV-Q185 or WV-Q124).

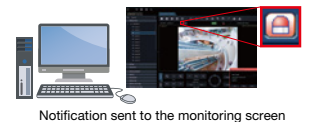
* For indoor installation only

Plug-in Software for i-VMD

WV-SAE200

i-VMD is possible to detect objects in the specified area by advanced video analysis technology.

i-VMD : Intruder Detection, Loitering Detection, Direction Detection, Scene Change Detection, Object Detection, Cross Line Detection



DISTRIBUTED BY :

Panasonic

<https://security.panasonic.com>

<https://www.facebook.com/PanasonicNetworkCamera>

(2A-172CA)



*i-VMD Type2 : Intruder Detection / Loitering Detection / Direction Detection / Scene Change Detection / Object Detection / Cross Line Detection

Full HD / 1,920 x 1,080 Compact Dome Network Camera (WV-SFN130) HD / 1,280 x 720 Compact Dome Network Camera (WV-SFN110)

Key Features

- 1080p Full HD images up to 30 fps (WV-SFN130)
- 720p HD images up to 30 fps (WV-SFN110)
- Multiple H.264 (High profile) streams and JPEG streams ensure simultaneous real time monitoring and high resolution recording.
- **Super Dynamic** and ABS (Adaptive Black Stretch) technologies deliver 122 dB wider dynamic range compared to conventional cameras.
- **Face Super Dynamic Range** technology ensures clear face image.
- High sensitivity with Day/Night (Electrical) function :
0.1 lx (Color), 0.08 lx (B/W) at F2.3 (WV-SFN130)
0.04 lx (Color), 0.03 lx (B/W) at F2.3 (WV-SFN110)
- **VIQS** (Variable Image Quality on Specified area) technology allows the designated **eight areas** to retain higher image quality while the excluded area will have a decreased image quality, which enables to use lower image file size and bit rate.
- **Smart coding Technology :**
Group of Pictures (GOP) control function removes unnecessary information from the frame for realizing efficient encoding.
Auto VIQS (Variable Image Quality on Specified area) function recognizes the no movement area in a video automatically and lowering the resolution of it to reduce the data size.
With the latest bit rate reducing technology, **GOP control**, **Auto VIQS**, **3D-MNR** (Multi process Noise Reduction) and **FDF** (Frequency Divided Filter), the network bandwidth and the disk space of recorder can be saved.
- Progressive scan ensures clear images with less motion blur and no tearing even when the subject is moving.
- Light control modes :
ELC (maximum exposure time) :
The lightning control will be automatically performed by adjusting shutter speed in the range of ELC.
- 2x, 4x digital zoom controlled by browser
- VMD (Video Motion Detection) with 4 programmable detection areas, 15 steps sensitivity level and 10 steps detection size
- Privacy Zone can mask up to 8 private areas, such as house windows and entrances/exits.
- Camera title display : Up to 20 alphanumeric characters on the browser
- Alarm sources including VMD and Panasonic alarm command can trigger actions such as FTP image transfer, E-mail notification, Indication on browser, and Panasonic alarm protocol output.
- JPEG Image compression ratio can be changed by alarm so that higher quality image can be provided.
- Prioritized stream control : One of the video streams can be prioritized when multiple recorders or client PCs are accessing the camera so that the recorder or the client PC can maintain the frame rate.
- SDXC/SDHC/SD Memory card slot for manual recording, alarm recording and backup upon network failure
- Face detection function detects the position of human face and the information is sent by XML or video stream. (Optional)
- Can be added new intelligent extension software (Optional) in addition to built-in VMD (Video Motion Detection), alarm function.
- **Fog compensation function** equipped as standard.
- **HLC (High Light Compensation)** technology reduces strong light sources such as vehicle headlights to prevent camera being blinded.
- H.264 max. bit rate/client and Total bit rate control allows flexible network traffic management.
Frame rate priority mode controls bit rate and compression ratio to provide the specified frame rate.
- Internet mode : H.264 images can be transmitted over HTTP protocol.
- Multi-language : English / Italian / French / German / Spanish / Portuguese / Russian / Chinese / Japanese
- IPv4/IPv6 protocol supported
- Supports SSL, DDNS (viewnetcam, RFC2136)
- ONVIF compliant model
- Low profile design for discrete installation
- Wide coverage
WV-SFN130 [16 : 9 mode] Horizontal : 108 ° Vertical : 60 °
WV-SFN110 [16 : 9 mode] Horizontal : 100 ° Vertical : 55 °

Optional Accessory

Smoke Dome Cover
WV-CW6SA



Specifications

Camera	Image Sensor	Approx. 1/3 type MOS image sensor	
	Scanning Mode	Progressive	
	Scanning Area	WV-SFN130	5.28 mm (H) x 2.97 mm (V) {7/32 inches (H) x 1/8 inches (V)}
		WV-SFN110	4.86 mm (H) x 3.65 mm (V) {3/16 inches (H) x 5/32 inches (V)}
	Minimum Illumination	WV-SFN130	Color: 0.1 lx (F2.3, Maximum shutter : Off (1/30s), AGC : High) 0.007 lx (F2.3, Maximum shutter : Max. 16/30s, AGC : High) *1 BW: 0.08 lx (F2.3, Maximum shutter : Off (1/30s), AGC : High) 0.005 lx (F2.3, Maximum shutter : Max. 16/30s, AGC : High) *1
		WV-SFN110	Color: 0.04 lx (F2.3, Maximum shutter : Off (1/30s), AGC : High) 0.003 lx (F2.3, Maximum shutter : Max. 16/30s, AGC : High) *1 BW: 0.03 lx (F2.3, Maximum shutter : Off (1/30s), AGC : High) 0.002 lx (F2.3, Maximum shutter : Max. 16/30s, AGC : High) *1
	White Balance	AWC (2,000 - 10,000 K), ATW1 (2,700 - 6,000 K), ATW2 (2,000 - 6,000 K)	
	Light Control Mode	ELC / Indoor scene 50 Hz / Indoor scene 60 Hz	
	Super Dynamic	On (High) / On (Normal) / Off	
	Dynamic range	122 dB typ. (Super Dynamic : On)	
	Face Super Dynamic	On/ Off (only when Super Dynamic : On)	
	Adaptive Black Stretch	On / Off (only when Super Dynamic : Off)	
	Back light compensation (BLC)	On/ Off (only when Super Dynamic : Off)	
	Fog compensation	On / Off (only when Super Dynamic/ Adaptive black stretch: Off)	
	High light compensation (HLC)	On/ Off (only when Super Dynamic / Back light compensation (BLC): Off)	
	AGC	On (High) / On (Mid) / On (Low) / Off	
	Maximum shutter	max. 1/10,000 s, max. 1/4,000 s, max. 1/2,000 s, max. 1/1,000 s, max. 1/500 s, max. 1/250 s, max. 1/120 s, max. 1/100 s, max. 2/120 s, max. 2/100 s, max. 3/120 s, max. 3/100 s, max. 1/30 s, max. 2/30 s, max. 4/30 s, max. 6/30 s, max. 10/30 s, max. 16/30 s	
	Day/Night (Electrical)	Off / Auto	
	Digital Noise Reduction	High / Low	
	Video Motion Detection	On / Off, 4 areas available	
	Privacy Zone	On / Off (up to 8 zones available)	
	VIQS	On / Off (up to 8 zones available)	
	Camera Title (OSD)	Up to 20 characters (alphanumeric characters, marks), On / Off	
	Lens	Focal Length	2.8 mm (1/8 inches)
		Digital (electronic) zoom	Choose from 3 levels of x1, x2, x4
		Zoom ratio	x1 WV-SFN130 : 3x Extra zoom (2.0 mega pixel [16 : 9] mode) WV-SFN110 : 2x Extra zoom
		Angular Field of View	WV-SFN130
WV-SFN110			[16 : 9 mode] Horizontal : 100 ° Vertical : 55 ° [4 : 3 mode] Horizontal : 100 ° Vertical : 73 °
Maximum aperture ratio	1 : 2.3		
Focus Distance	0.5 m - ∞		
Adjusting Angle	Installing on a ceiling	Horizontal : -20 ° to +20 ° Vertical : -20 ° to 0 ° (right under) to +90 ° (right beside)	
	Installing on a wall	Horizontal : +90 ° to -90 ° Vertical : -20 ° to 0 ° (right beside) to +90 ° (right under)	
Browser GUI	Camera Control	Brightness	
	Display Mode	Spot, Quad : Image from 16 cameras can be displayed in 4 different Quad screens or 16 split screen (JPEG) only. 20 characters camera title available.	
	Camera Title	Up to 20 alphanumeric characters	
	Clock Display	Time : 12H/24H/Off, Date : 5 formats on the browser, Summer time (Manual)	
	One Shot Capture	A still picture will be displayed on a newly opened window.	
	SD Memory	Still or motion Images recorded in the SDXC/SDHC/SD memory card can be downloaded.	
	GUI/Setup	English, Italian, French, German, Spanish, Portuguese, Chinese, Russian, Japanese	
	Menu Language	Chinese, Russian, Japanese	
	System Log	Up to 100 (Internal), Up to 4,000 (SDXC/SDHC/SD memory when the recording format is set to JPEG.) error logs	
	Supported OS *2 *3	Microsoft® Windows® 10 Microsoft® Windows® 8.1 Microsoft® Windows® 8 Microsoft® Windows® 7	
	Supported Browser	Windows® Internet Explorer® 11 (32 bit) Windows® Internet Explorer® 10 (32 bit) Windows® Internet Explorer® 9 (32 bit) Windows® Internet Explorer® 8 (32 bit) Safari®, Google Chrome®, Mozilla Firefox® * with limitations in the part of setting screen	
Network	Network IF	10Base-T / 100Base-TX, RJ45 connector (female)	
	Image Resolution H.264/JPEG	WV-SFN130 *2 mega pixel [16 : 9] 1,920 x 1,080 / 1,280 x 720 / 640 x 360 / 320 x 180 / 160 x 90 * "1,920 x 1,080" mode is only available for H.264(1), H.264(2). *2 mega pixel [4 : 3] 1,600 x 1,200 / 1,280 x 960 / 800 x 600 / VGA / 400 x 300 / QVGA / 160 x 120 * "1,600 x 1,200" mode is only available for H.264(1), H.264(2). *3 mega pixel [4 : 3] 2,048 x 1,536 *4 / 1,280 x 960 / 800 x 600 / VGA / 400 x 300 / QVGA / 160 x 120 * "2,048 x 1,536" mode is only available for H.264(1), H.264(2). WV-SFN110 *1.3 mega pixel [16 : 9] 1,280 x 720 / 640 x 360 / 320 x 180 / 160 x 90 *1.3 mega pixel [4 : 3] 1,280 x 960 / 800 x 600 / VGA / 400 x 300 / QVGA / 160 x 120	

Network	Image compression method		
	H.264 *5	Transmission Mode	Constant bit rate / Variable bit rate / Frame rate / Best effort / Advanced VBR
		Frame Rate	1 / 3 / 5 / 7.5 / 10 / 12 / 15 / 20 / 30 fps
		Bit Rate per Client	64 / 128 / 256 / 384 / 512 / 768 / 1,024 / 1,536 / 2,048 / 3,072 / 4,096 / 6,144 / 8,192 / 10,240 / 12,288 / 14,336 / 16,384 / 20,480 / 24,576 / 30,720 / 40,960 kbps * The available range of the H.264 bit rate varies depending on the setting selected for "image capture size".
		Image Quality	<When Constant bit rate or Best effort is selected> Low / Normal / Fine <When Variable bit rate is selected> 0 Super fine / 1 Fine / 2 / 3 / 4 / 5 Normal / 6 / 7 / 8 / 9 Low
		Smart Coding mode	On (Low / Mid / High) / Off (Only when "Variable bit rate" is selected.)
	Transmission Type	Unicast / Multicast	
	JPEG	Image Quality	10 steps
		Refresh Interval	0.1 fps - 30 fps
	Transmission Type	Pull / Push	
	Cropping function *6	Off / JPEG (1) / JPEG (2) / JPEG (3) / H.264 (1) / H.264 (2) / H.264 (3) / H.264 (4) / H.264 (all) Alarm action On/ Off	
	Audio compression method	G.726 (ADPCM) 32 kbps / 16 kbps, G.711 64 kbps, AAC-LC *7 64 kbps, AAC-LC (HIGH QUALITY) *8 64 kbps / 96 kbps / 128 kbps	
Bandwidth control	64 / 128 / 256 / 384 / 512 / 768 / 1,024 / 2,048 / 4,096 / 8,192 kbps		
Supported Protocol	IPv6 : TCP/IP, UDP/IP, HTTP, HTTPS, RTP, FTP, SMTP, DNS, NTP, SNMP, DHCPv6, MLD, ICMP, ARP, DiffServ IPv4 : TCP/IP, UDP/IP, HTTP, HTTPS, RTSP, RTP, RTP/RTCP, FTP, SMTP, DHCP, DNS, DDNS, NTP, SNMP, UPnP, IGMP, ICMP, ARP, DiffServ		
FTP Client	Alarm image transmission, FTP periodic transmission (When the FTP transmission is failed, backup on an optional SDXC/SDHC/SD memory card is available.)		
Maximum concurrent access number	Up to 14 users (Depends on network conditions)		
SDXC/SDHC/SD Memory Card(Optional)	Manufactured by Panasonic (SD speed class 4 or higher) SDXC memory card : 64 GB, 128 GB SDHC memory card : 4 GB, 8 GB, 16 GB, 32 GB SD memory card : 2 GB (except miniSD card and microSD card)		
Cellular Phone Compatibility	JPEG image		
Mobile Terminal Compatibility	iPad, iPhone, iPod touch (iOS 4.2.1 or later), Android™ mobile terminals		
Alarm	Alarm Source	VMD, Command alarm, Audio detection alarm	
	Alarm Actions	SDXC/SDHC/SD memory recording, E-mail notification, Indication on browser, FTP image transfer, Panasonic protocol output	
Alarm Log	With SDXC/SDHC/SD memory card : 5,000 logs		
Schedule	VMD		
General	Safety/EMC Standard	<Safety> UL (UL60950-1), C-UL (CAN/CSA C22.2 No.60950-1), CE, IEC60950-1 <EMC> FCC Part15 ClassA, ICES003 ClassA, EN55022 ClassB, EN55024	
	Power Source and Power Consumption	PoE (IEEE802.3af compliant) 48 V DC : 90 mA / Approx. 4.3 W (Class 2 device)	
	Ambient	0 °C to +40 °C [32 °F to 104 °F]	
	Operating Temperature		
	Ambient Operating Humidity	10 % to 90 % (no condensation)	
	Built-in microphone	Nondirectional electret condenser microphone	
	Dimensions	ø104 mm x 47 mm (H) {ø4-3/32 inches x 1-27/32 inches (H)} Dome radius 54 mm {2-1/8 inches}	
	Mass (approx.)	Approx. 260 g {0.57 lbs}	
	Finish	Main body : ABS resin, sail white Dome cover : Acrylic resin, Clear	

*1 Converted value

*2 Refer to "Notes on Windows® 7 / Windows® 8 / Windows® 8.1 / Windows® 10" on the provided CD-ROM for further information about system requirements for a PC and precautions when using Microsoft® Windows® 10 or Microsoft® Windows® 8.1 or Microsoft® Windows® 8 or Microsoft® Windows® 7.

*3 When using IPv6 for communication, use Microsoft® Windows® 10 or Microsoft® Windows® 8.1 or Microsoft® Windows® 8 or Microsoft® Windows® 7.

*4 Used by super resolution techniques

*5 Transmission for 4 streams can be individually set.

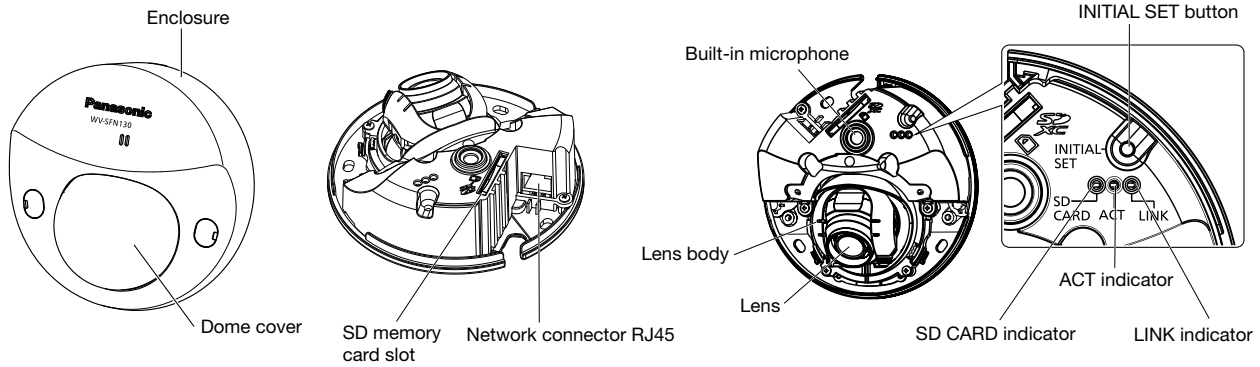
*6 Cropping setting is not possible for stream set to maximum resolution.

*7 Only use AAC-LC (Advanced Audio Coding - Low Complexity) when recording audio on an SD memory card.

*8 When "AAC-LC (HIGH QUALITY)" is selected, there are limitations about the following function.

- "SD memory card" is not available.
- "Audio detection" is not available.
- HTTPS is not available.
- The maximum concurrent access number is limited to 5

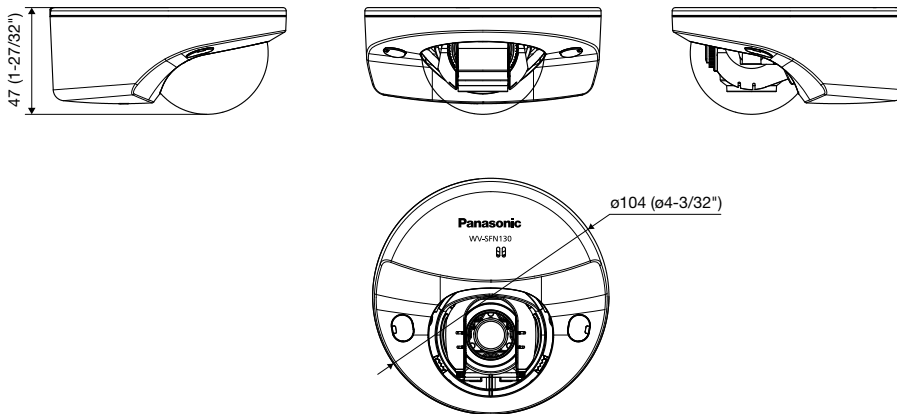
Part Names and Functions



* These illustrations are WV-SFN130.

Appearance

Unit : mm (inches)



Trademarks and registered trademarks

- Microsoft, and Windows are registered trademarks of Microsoft Corporation in the U.S. and other countries.
- iPad, iPhone and iPod touch are registered trademarks of Apple Inc.
- Android is a trademark of Google Inc.
- "i-PRO SmartHD", and "Super Dynamic" logos are trademarks or registered trademarks of Panasonic Corporation.
- ONVIF and the ONVIF logo are trademarks of ONVIF Inc.
- All other trademarks identified herein are the property of their respective owners.

Important


- Safety Precaution: Carefully read the Important Information, Installation Guide and operating instructions before using this product.
- Panasonic cannot be responsible for the performance of the network and/or other manufacturers' products used on the network.

- Masses and dimensions are approximate.
- Specifications are subject to change without notice.

DISTRIBUTED BY :

Panasonic

<http://security.panasonic.com>

 <http://www.facebook.com/PanasonicNetworkCamera>

(2A-169DL)

iA (intelligent Auto) H.265 Network Camera with tele lens

Panasonic WV-S1531LTN captures the highest quality images automatically even in very challenging and fast-changing surveillance environments. Intelligent Auto (iA) allows the camera to automatically adjust the key settings in real-time depending on the scenery and movement, reducing distortion such as motion blur and moving objects. New industry-leading 144dB dynamic range delivers balanced scene exposure in dynamic and extreme-backlit lighting environments. In addition, color night vision provides outstanding low-light performance with accurate color rendition and saturation from i-Pro's 1/3" sensor, rivaling the performance of costlier 1/2" sensor cameras in the market. The adopted H.265 Smart Coding technology, intelligently reduces bandwidth efficiency of up to 95%* more than H.264 for longer recording and less storage. Cameras out-of-the-box, support full data encryption streaming and is compliant to FIPS 140-2 Level 1 standards to keep your video secured.

*Value in Advanced mode with Smart Facial Coding. It depends on the scene.

Extreme image quality allows evidence to be captured even under challenging conditions

- Auto Shutter speed control for fast moving vehicles
- Sharp and clear images of a walking person day & night
- Outstanding low light performance in true color with low noise for night time applications
- Super Dynamic 144dB for backlit situations involving headlights and shadows on night streets
- Environmental durability : IP66, IK10 and Dehumidification device

Extreme H.265 compression with new Smart Coding

- Longer recording and less storage compared to any H.264 based compression techniques
- New self-learning ROI* encoding (Auto VIQS) detects movement within the image and compresses the areas with little motion in order to reduce transmitted data while maintaining the quality of the image.
- New "Smart Facial Coding" adds more bandwidth reduction for ID camera applications mainly capturing faces

*Region of Interest

Extreme Data Security

- Full encryption SD card edge recording to keep your data safe
- FIPS 140-2 Level 1 compliant
- Full end-to-end system encryption with supported VMS and devices to protect from IP snooping/spoofing and detect data alteration

Key Features

- Full HD 1080p 60fps
- iA (intelligent Auto)
- Extreme Super Dynamic 144dB
- Color night vision (0.001 to 0.015 lx)
- H.265 Smart Coding
- FIPS 140-2 Level 1 compliant
- ClearSight Coating

Applications

- Public safety (City / Highway toll / Parking gate)
- Transportation (Airport / Train / Subway)
- Retail / Bank / Logistics / Education / Hospital / Building



Specifications

Camera	Image Sensor	Approx. 1/3 type MOS image sensor
	Minimum Illumination	Color : 0.015 lx, BW : 0.008 lx (F1.7, Maximum shutter : Off (1/30s), AGC : 11) BW : 0 lx (F1.7, Maximum shutter : Off (1/30 s), AGC : 11, when the IR LED is lit) Color : 0.001 lx, BW : 0.0005 lx (F1.7, Maximum shutter : Max. 16/30s, AGC : 11) *1
	White Balance	AWC (2,000 - 10,000 K), ATW1 (2,700 - 6,000 K), ATW2 (2,000 - 6,000 K)
	Shutter Speed	1/30 Fix to 1/10000 Fix *1/30 Fix to 2/120 Fix is available during 30 fps mode only. *1/60 Fix is available during 60 fps mode only.
	Intelligent Auto	On / Off
	Super Dynamic*2	On / Off, the level can be set in the range of 0 to 31.
	Dynamic Range	144 dB (Super Dynamic : On)
	Adaptive Black Stretch	The level can be set in the range of 0 to 255.
	Back light compensation / High light compensation	BLC (Back light compensation) / HLC (High light compensation) / Off (Only when Super dynamic and Intelligent Auto : Off)
	Fog compensation	On / Off (Only when Intelligent Auto and Auto contrast adjust : Off)
	Maximum gain (AGC)	The level can be set in the range of 0 to 11.
	Color/BW (ICR)	Off / On(IR Light Off) / On(IR Light On) / Auto1(IR Light Off) / Auto2(IR Light On) / Auto3(SCC)
	IR LED	High / Middle / Low / Off, Maximum irradiation distance : 40 m (Approx. 131 ft)
	Digital Noise Reduction	The level can be set in the range of 0 to 255.
	Video Motion Detection (VMD)	On / Off, 4 areas available
	Intelligent VMD (i-VMD) *3	Type 4 *optional plug-in software WV-SAE200
	Stabilizer *3	On / Off (available only in the 30 fps mode)
Privacy Zone	On / Off (up to 8 zones available)	
Image rotation*4	0° / 90° / 180° / 270°	
Camera Title (OSD)	On / Off Up to 20 characters (alphanumeric characters, marks)	
Focus Adjustment	Auto back focus / Manual	
Lens	Focal length	9.0 - 21 mm (11/32 inches - 13/16 inches)
	Zoom ratio	2.3 x (Motorized zoom / Motorized focus)
	Angular Field of View	[16 : 9 mode] Horizontal : 14° (TELE) - 34° (WIDE) Vertical : 8° (TELE) - 19° (WIDE) [4 : 3 mode] Horizontal : 12° (TELE) - 28° (WIDE) Vertical : 9° (TELE) - 21° (WIDE)
	Maximum Aperture Ratio	1 : 1.7 (WIDE) - 1 : 3.0 (TELE)
	Focusing Range	2.0 m (78-13/16 inches) - ∞
Adjusting Angle	Ceiling mounting	Horizontal : ±180° (PAN rotation part) Vertical : 0° to 100° (TILT rotation part) Yaw : -190° to +100° (YAW rotation part)
	Wall mounting	Horizontal : ±100° (TILT rotation part) Vertical : ±100° (TILT rotation part) Yaw : -190° to +100° (YAW rotation part) * You can change between horizontal and vertical angels by adjusting the PAN rotation part.
Browser GUI	Camera Control	Brightness, AUX : Open / Close
	Audio	Mic (Line) Input : On / Off Volume adjustment : Low / Middle / High Audio Output : On / Off Volume adjustment : Low / Middle / High
	GUI / Setup Menu Language	English, Italian, French, German, Spanish, Portuguese, Russian, Chinese, Japanese
Network	Network IF	10Base-T / 100Base-TX, RJ45 connector
	Resolution	*2 mega pixel [16 : 9] (30/60 fps) 1,920 x 1,080 / 1,280 x 720 / 640 x 360 / 320 x 180
	H.265 / H.264	*3 mega pixel [4 : 3] (30 fps) 2,048 x 1,536*5 / 1,280 x 960 / 800 x 600 / 640 x 480 / 400 x 300 / 320 x 240
	H.265 / H.264 *6	Constant bit rate / VBR / Frame rate / Best effort
	JPEG	Unicast / Multicast
	Transmission Mode	10 steps
	Image Quality	10 steps

Network	Smart Coding	Smart Facial Coding*3 : On (Smart Facial Coding) / On (Auto VIQS) / Off *Smart Facial Coding is only available with Stream(1). GOP (Group of pictures) : On (Advanced) / On (Low) / On (Mid) / Off *On(Advanced) is only available with H.265.	
	Audio Compression	G.726 (ADPCM) : 16 kbps / 32 kbps G.711 : 64 kbps AAC-LC*7 : 64 kbps / 96 kbps / 128 kbps	
	Audio transmission mode	Off / Mic (Line) input / Audio output / Interactive (Half duplex) / Interactive (Full duplex)	
	Supported Protocol	IPv6 : TCP/IP, UDP/IP, HTTP, HTTPS, RTP, FTP, SMTP, DNS, NTP, SNMP, DHCPv6, MLD, ICMP, ARP, IEEE 802.1X, DiffServ IPv4 : TCP/IP, UDP/IP, HTTP, HTTPS, RTSP, RTP, RTP/RTCP, FTP, SMTP, DHCP, DNS, DDNS, NTP, SNMP, UPnP, IGMP, ICMP, ARP, IEEE 802.1X, DiffServ	
	No. of Simultaneous Users	Up to 14 users (Depends on network conditions)	
	SDXC/SDHC/SD Memory Card (Option)	H.265 / H.264 recording : Manual REC / Alarm REC (Pre/Post) / Schedule REC / Backup upon network failure JPEG recording : Manual REC / Alarm REC (Pre/Post) / Backup upon network failure Compatible SDXC/SDHC/SD Memory Card : Panasonic 2 GB, 4 GB*, 8 GB*, 16 GB*, 32 GB*, 64 GB**, 128 GB**, 256GB** model *SDHC card, ** SDXC card (except miniSD card and microSD card)	
	Mobile Terminal Compatibility	iPad, iPhone, Android™ mobile terminals	
	Alarm	Alarm Source	3 terminals input, VMD alarm*8, Command alarm, Audio detection alarm
		Alarm Actions	SDXC/SDHC/SD memory recording, E-mail notification, HTTP alarm notification Indication on browser, FTP image transfer, Panasonic alarm protocol output
	Input/ Output	Monitor Output (for adjustment)	VBS : 1.0 V [p-p] / 75 Ω, composite, Pin jack An NTSC or PAL signal can be outputted from camera
Audio input		ø3.5 mm stereo mini jack Input impedance: Approx. 2 kΩ (unbalanced) (Applicable microphone : Plug-in power type) Supply voltage : 2.5 V ±0.5 V	
Audio Output		ø3.5 mm stereo mini jack (monaural output) Output impedance : Approx. 600 Ω (unbalanced)	
General	External I/O Terminals	ALARM IN 1 (Black & white input, Auto time adjustment input) (x1), ALARM IN 2 (ALARM OUT) (x1), ALARM IN 3 (AUX OUT) (x1)	
	Safety	UL (UL60950-1), c-UL (CSA C22.2 No.60950-1), CE, IEC60950-1	
	EMC	FCC (Part15 ClassA), ICES003 ClassA, EN55032 ClassB, EN55024	
	Power Source and Power Consumption	DC power supply : DC12 V 750 mA, Approx. 9.0 W PoE (IEEE802.3af compliant) Device : DC48 V 195 mA, Approx. 9.4 W (Class 0 device)	
	Ambient Operating Temperature	IR LED : On -40 °C to +50 °C (-40 °F to 122 °F), IR LED : Off -40 °C to +60 °C (-40 °F to 140 °F) Power On range : -30 °C to +60 °C (-22 °F to +140 °F)	
	Ambient Operating Humidity	10 to 100 % (no condensation)	
	Water and Dust Resistance	IP66, IEC60529 measuring standard compatible, Type 4X(UL50), NEMA 4X compliant	
	Shock Resistance	IK10 (IEC 62262)	
	Dimensions	130 mm (W) x 130 mm (H) x 337 mm (L) * Installing using the base bracket {5-1/8 inches (W) x 5-1/8 inches (H) x 13-9/32 inches (L)}	
	Mass (approx.)	Approx. 1.7 kg (3.75 lbs) When using the adapter box : Approx. 2.2 kg (4.85 lbs)	
Finish	Main body : Aluminum die cast, Metallic silver Front cover section clear part : Clear polycarbonate resin (ClearSight coating)		

*1 Converted value

*2 Super Dynamic function is automatically set off on 60 fps mode.

*3 Stabilizer, Smart Facial Coding, i-VMD can not be used at the same time.

*4 When "3 mega pixel [4 : 3] (30fps mode)" is selected for "Image capture mode", "90 °" and "270 °" cannot be selected.

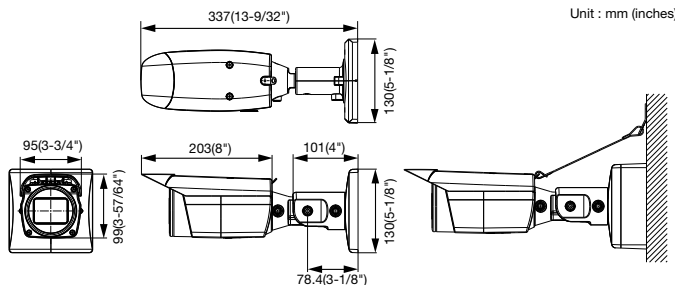
*5 Used by super resolution techniques

*6 Transmission for 4 streams can be individually set.

*7 Only use AAC-LC (Advanced Audio Coding - Low Complexity) when recording audio on an SD memory card.

*8 Including alarms from Plug-in Software

Appearance



Trademarks and registered trademarks

- iPad and iPhone are registered trademarks of Apple Inc.




- Android is a trademark of Google Inc.

- ONVIF and the ONVIF logo are trademarks or registered trademarks of ONVIF Inc.

- All other trademarks identified herein are the property of their respective owners.

• Masses and dimensions are approximate. • Specifications are subject to change without notice.

Optional Accessories

Pole Mount Bracket WV-Q188 (Fine silver) WV-Q182 (Light gray)		Corner Mount Bracket WV-Q189 (Fine silver) WV-Q183 (Light gray)	
Plug-in Software for i-VMD WV-SAE200 i-VMD is possible to detect objects in the specified area by advanced video analysis technology. i-VMD : Intruder Detection, Loitering Detection, Direction Detection, Scene Change Detection, Object Detection, Cross Line Detection			
			Notification sent to the monitoring screen

Important

- Safety Precaution : Carefully read the Important Information, Installation Guide and operating instructions before using this product.

- Panasonic cannot be responsible for the performance of the network and/or other manufacturers' products used on the network.

DISTRIBUTED BY :

Panasonic

<https://security.panasonic.com>

<http://www.facebook.com/PanasonicNetworkCamera>

(2A-189CL)

iA (intelligent Auto) H.265 Network Camera

Panasonic WV-S1131 captures the highest quality images automatically even in very challenging and fast-changing surveillance environments. Intelligent Auto (iA) allows the camera to automatically adjust the key settings in real-time depending on the scenery and movement, reducing distortion such as motion blur and moving objects. New industry-leading 144dB dynamic range delivers balanced scene exposure in dynamic and extreme-backlit lighting environments. In addition, color night vision provides outstanding low-light performance with accurate color rendition and saturation from i-Pro's 1/3" sensor, rivaling the performance of costlier 1/2" sensor cameras in the market. The adopted H.265 Smart Coding technology, intelligently reduces bandwidth efficiency of up to 95%* more than H.264 for longer recording and less storage. Cameras out-of-the-box, support full data encryption streaming and is compliant to FIPS 140-2 Level 1 standards to keep your video secured.

*Value in Advanced mode with Smart Facial Coding. It depends on the scene.

Extreme image quality allows evidence to be captured even under challenging conditions

- Auto Shutter speed control for fast moving vehicles
- Sharp and clear images of a walking person day & night
- Outstanding low light performance in true color with low noise for night time applications
- Super Dynamic 144dB for backlit situations involving headlights and shadows on night streets

Extreme H.265 compression with new Smart Coding

- Longer recording and less storage compared to any H.264 based compression techniques
- New self-learning ROI* encoding (Auto VIQS) detects movement within the image and compresses the areas with little motion in order to reduce transmitted data while maintaining the quality of the image.
- New "Smart Facial Coding" adds more bandwidth reduction for ID camera applications mainly capturing faces

*Region of Interest

Extreme Data Security

- Full encryption SD card edge recording to keep your data safe
- FIPS 140-2 Level 1 compliant
- Full end-to-end system encryption with supported VMS and devices to protect from IP snooping/spoofing and detect data alteration

Key Features

- Full HD 1080p 60fps
- iA (intelligent Auto)
- Extreme Super Dynamic 144dB
- Color night vision (0.0007 to 0.01 lx)
- H.265 Smart Coding
- FIPS 140-2 Level 1 compliant

Applications

- Public safety (City / Road / Highway / Port)
- Transportation (Airport / Train / Subway)
- Retail / Bank / Education / Hospital / Building



Lens not included

Specifications

Camera	Image Sensor	Approx. 1/2.8 type MOS image sensor		
	Minimum Illumination	Color : 0.01 lx, BW : 0.004 lx (F1.4, Maximum shutter : Off (1/30s), AGC : 11) Color : 0.0007 lx, BW : 0.0003 lx (F1.4, Maximum shutter : Max. 16/30s, AGC : 11) ^{*1}		
	White Balance	AWC (2,000 - 10,000 K), ATW1 (2,700 - 6,000 K), ATW2 (2,000 - 6,000 K)		
	Shutter Speed	1/30 Fix to 1/10000 Fix ^{*1} 1/30 Fix to 2/120 Fix is available during 30 fps mode only. ^{*1} 1/60 Fix is available during 60 fps mode only.		
	Intelligent Auto	On / Off		
	Super Dynamic ^{*2}	On / Off, the level can be set in the range of 0 to 31.		
	Dynamic Range	144 dB (Super Dynamic : On)		
	Adaptive Black Stretch	The level can be set in the range of 0 to 255.		
	Back light compensation / High light compensation	BLC (Back light compensation) / HLC (High light compensation) / Off (Only when Super dynamic and Intelligent Auto : Off)		
	Fog compensation	On / Off (only when Intelligent auto / auto contrast adjust : Off)		
	Maximum gain (AGC)	The level can be set in the range of 0 to 11.		
	Color/BW (ICR)	Off / On / Auto1 (Normal) / Auto2 (IR Light) / Auto3 (SCC)		
	Digital Noise Reduction	The level can be set in the range of 0 to 255.		
	Video Motion Detection (VMD)	On / Off, 4 areas available		
	Intelligent VMD (i-VMD) ^{*3}	Type 4 [*] optional plug-in software WV-SAE200		
	Stabilizer ^{*3}	On / Off (available only in the 30 fps mode)		
	Privacy Zone	On / Off (up to 8 zones available)		
	Image rotation ^{*4}	0 ° / 90 ° / 180 ° / 270 °		
	Camera Title (OSD)	On / Off Up to 20 characters (alphanumeric characters, marks)		
	Focus Adjustment	Auto back focus / Manual		
Camera Control	Brightness, AUX On / Off			
Browser GUI	Audio	Mic (Line) Input : On / Off Volume adjustment : Low / Middle / High Audio Output : On / Off Volume adjustment : Low / Middle / High		
	GUI / Setup Menu Language	English, Italian, French, German, Spanish, Portuguese, Russian, Chinese, Japanese		
Network	Network IF	10Base-T / 100Base-TX, RJ45 connector		
	Resolution	*2 mega pixel [16 : 9] (30/60 fps) 1,920 x 1,080 / 1,280 x 720 / 640 x 360 / 320 x 180		
	H.265 / H.264			
	JPEG (MJPEG)	*3 mega pixel [4 : 3] (30 fps) 2,048 x 1,536 ^{*5} / 1,280 x 960 / 800 x 600 / 640 x 480 / 400 x 300 / 320 x 240		
	H.265 / H.264 ^{*6}	Transmission Mode	Constant bit rate / VBR / Frame rate / Best effort	
	JPEG	Transmission Type	Unicast / Multicast	
		Image Quality	10 steps	
		Smart Coding	Smart Facial Coding ^{*3} : On (Smart Facial Coding) / On (Auto VIQS) / Off [*] Smart Facial Coding is only available with Stream(1). GOP (Group of pictures) : On (Advanced) [*] / On (Low) / On (Mid) / Off [*] On(Advanced) is only available with H.265.	
		Audio Compression	G.726 (ADPCM) : 16 kbps / 32 kbps G.711 : 64 kbps AAC-LC ^{*7} : 64 kbps / 96 kbps / 128 kbps	
		Audio transmission mode	Off / Mic (Line) input / Audio output / Interactive (Half duplex) / Interactive (Full duplex)	

Network	Supported Protocol	IPv6 : TCP/IP, UDP/IP, HTTP, HTTPS, RTP, FTP, SMTP, DNS, NTP, SNMP, DHCPv6, MLD, ICMP, ARP, IEEE 802.1X, DiffServ IPv4 : TCP/IP, UDP/IP, HTTP, HTTPS, RTSP, RTP, RTSP/RTCP, FTP, SMTP, DHCP, DNS, DDNS, NTP, SNMP, UPnP, IGMP, ICMP, ARP, IEEE 802.1X, DiffServ
	No. of Simultaneous Users	Up to 14 users (Depends on network conditions)
Alarm	Alarm Source	3 terminals input, VMD alarm ^{*8} , Command alarm, Audio detection alarm
	Alarm Actions	SDXC/SDHC/SD memory recording, E-mail notification, HTTP alarm notification Indication on browser, FTP image transfer, Panasonic alarm protocol output
Input/ Output	Monitor Output (for adjustment)	VBS : 1.0 V [p-p] / 75 Ω, composite, Pin jack An NTSC or PAL signal can be outputted from camera
	Audio input	σ3.5 mm stereo mini jack Input impedance: Approx. 2 kΩ (unbalanced) (Applicable microphone : Plug-in power type) Supply voltage : 2.5 V ±0.5 V
	Audio Output	σ3.5 mm stereo mini jack (monaural output) Output impedance : Approx. 600 Ω (unbalanced)
	External I/O Terminals	ALARM IN 1 (Black & white input, Auto time adjustment input) (x1), ALARM IN 2 (ALARM OUT) (x1), ALARM IN 3 (AUX OUT) (x1)
General	Safety	UL (UL60950-1), c-UL (CSA C22.2 No.60950-1), CE, IEC60950-1
	EMC	FCC (Part15 ClassA), ICES003 ClassA, EN55032 ClassB, EN55024
	Power Source and Power Consumption	DC power supply : DC12 V 460 mA, Approx. 5.6 W PoE (IEEE802.3af compliant) Device : DC48 V 120 mA, Approx. 5.8 W (Class 2 device)
	Ambient Operating Temperature	-10 °C to +50 °C (14 °F to 122 °F)
	Ambient Operating Humidity	10 to 90 % (no condensation)
	Dimensions	75 mm (W) x 57 mm (H) x 146 mm (D) {2-15/16 inches (W) x 2-1/4 inches (H) x 5-3/4 inches (D)} (excluding lens / power cord plug)
Mass (approx.)	350 g { 0.77 lbs. }	
Finish	Main body : PC / ABS resin (Sail white)	

^{*1} Converted value

^{*2} Super Dynamic function is automatically set off on 60 fps mode.

^{*3} Stabilizer, Smart Facial Coding, i-VMD can not be used at the same time.

^{*4} When "3 mega pixel [4 : 3] (30fps mode)" is selected for "Image capture mode", "90 °" and "270 °" cannot be selected.

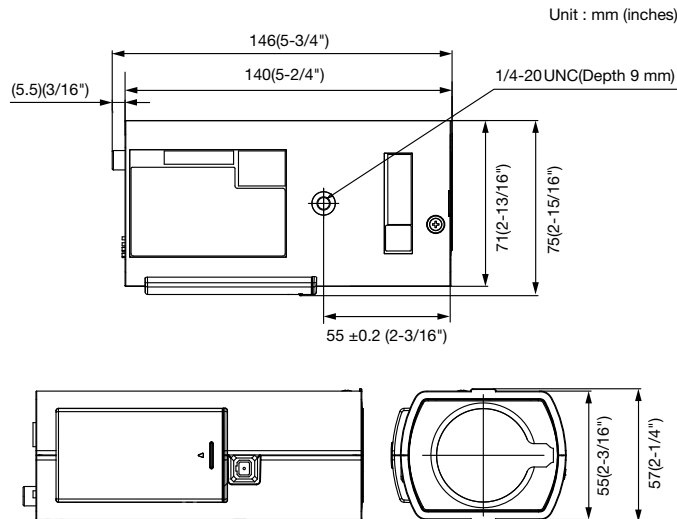
^{*5} Used by super resolution techniques

^{*6} Transmission for 4 streams can be individually set.

^{*7} Only use AAC-LC (Advanced Audio Coding - Low Complexity) when recording audio on an SD memory card.

^{*8} Including alarms from Plug-in Software

Appearance



Trademarks and registered trademarks

- iPad and iPhone are registered trademarks of Apple Inc.
- Android is a trademark of Google Inc.
- ONVIF and the ONVIF logo are trademarks or registered trademarks of ONVIF Inc.
- All other trademarks identified herein are the property of their respective owners.

• Masses and dimensions are approximate. • Specifications are subject to change without notice.

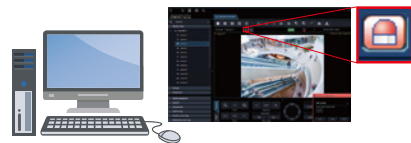
Optional Accessory

Plug-in Software for i-VMD

WV-SAE200

i-VMD is possible to detect objects in the specified area by advanced video analysis technology.

i-VMD : Intruder Detection, Loitering Detection, Direction Detection, Scene Change Detection, Object Detection, Cross Line Detection



Notification sent to the monitoring screen

Important

- Safety Precaution : Carefully read the Important Information, Installation Guide and operating instructions before using this product.
- Panasonic cannot be responsible for the performance of the network and/or other manufacturers' products used on the network.

DISTRIBUTED BY :

Panasonic

<https://security.panasonic.com>

<http://www.facebook.com/PanasonicNetworkCamera>

(2A-170DL)



**REQUEST FOR PROPOSALS
FOR**

TCP/IP BASED VIDEO SURVEILLANCE SYSTEM

The City of Mission requests proposals by qualified vendors for the above-referenced project. Interested vendors should submit four (4) hard and (1) digital copy of a proposal in a sealed envelope to the City Clerk's office at Mission City Hall, 6090 Woodson, Mission, KS 66202.

**RESPONSES MUST BE RECEIVED BY
FRIDAY, February 23, 2018 at 5:00 P.M.**

Questions regarding this RFP may be submitted in writing to:
Brian Scott, Assistant City Administrator/Finance Director
6090 Woodson Street
Mission, KS 66202
bscott@missionks.org

There will be a mandatory pre-submittal and walkthrough meeting for potential vendors at:
Mission City Hall, 6090 Woodson Street, Mission, KS 66202
Monday, January 29, 2018 - 2:00 P.M. CT

Interested vendors should plan to attend the pre-submittal meeting.

City of Mission

Request for Proposals for TCP/IP Based Video Surveillance System

Table of Contents

Section 1 – Introduction	4
Section 2 – Background	
2.1 City of Mission	4
2.2 Current Technology / Network Environment	5
Section 3 – Scope of Services	
3.1. Purpose	6
3.2. Requirements of a TCP/IP Based Video Surveillance System	7
3.3. Network Assessment	9
3.4. System Design and Installation	9
3.5. Cabling Requirements	10
3.6. Camera Locations	10
3.7. Documentation	10
3.8. Project Management	10
3.9. Site Security and Background Check	10
3.10. Transition Plan	11
3.11. Site Restoration	11
3.12. Training	11
3.13. Administration / Security	11
3.14. Maintenance and Support	12
3.15. Indemnity and Required Insurance	12
Section 4 – Submittal Requirements and Timeline	
4.1. Submission of Response	13
4.2. Submission Timeline	14
4.3. Mandatory Pre-Submittal Meeting	14
4.4. Contents of Submittals	14
4.5. Questions and Addenda	16
4.6. General Requirements	16
Appendix A – Mission’s Current Telephony / Network Environment	18
Appendix B – Camera Quantity	19
Appendix C – Camera Locations and Range of Coverage	20
Appendix D – Vendor Questionnaire	21

Appendix E – Functionality Checklist	25
Appendix F – Pricing Matrix	29
Appendix G – Acknowledgment of Addenda	31

1. INTRODUCTION

The City of Mission is seeking proposals for a **TCP/IP Based Video Surveillance System** to be integrated with the City's existing data network so as to allow for 24/7 interior and exterior video surveillance of the City's primary operating facilities.

A full Request for Proposals (RFP) can be obtained from the City's website – www.mission.org. The RFP contains specifications for proposals and requirements for submittal. Any revision to the RFP, or additional information to be provided, will be through addenda published on the City's website. All respondents must verify with their submittal that they have received and considered all addenda issued by the City.

A mandatory pre-submittal and walkthrough meeting is scheduled for 2:00 p.m. CT, Monday, January 29, 2018 at Mission City Hall, 6090 Woodson St., Mission, KS, 66202. All parties interested in submitting a proposal should plan to attend.

To be considered, four (4) hard copies and one (1) digital copy of a proposal should be submitted in a sealed envelope labeled "Video Surveillance System" to the City Clerk's Office, Mission City Hall, 6090 Woodson St., Mission, KS 66202 by 5:00 p.m. CT, Friday, February, 23 2018. Any proposals received after this date and time will be returned unopened.

Questions regarding this RFP should be submitted in writing to:

Brian Scott
Assistant City Administrator/Finance Director
City of Mission
6090 Woodson
Mission, KS 66202
bscott@missionks.org

The City will not pay for any information herein requested, nor is it liable for any costs incurred by those responding to this RFP. The City reserves the right to select the proposal that best meets the needs of the City and to waive any informalities, technicalities, or irregularities in the proposal. Proposals that do not meet the stated requirements will be considered in non-compliance and will be disqualified unless the City waives such non-compliance.

2. BACKGROUND

2.1. The City of Mission

The City of Mission (hereafter, City) is a municipal corporation organized under the constitution and laws of the State of Kansas. The City serves a population of approximately 9,300 residents within a 2.87 square mile area located in Northeast Johnson County, Kansas; two miles west of the Missouri/Kansas boarder.

The City is comprised of five operating departments: administration, community development, police, public works, and parks and recreation. The City has 70 full-time employees and an annual operating budget of \$12 million. Respondents unfamiliar with the City can find more information online at the City's website, <http://missionks.org/>.

There are four primary facilities that the City utilizes for its operations.

- **City Hall/Police Department** – 6090 Woodson Road
This is a 19,000 square foot facility built in 1985 and renovated in 1996. The building is mostly one-story, but on different levels. The construction is cinderblock construction with steel framing and traditional brick exterior. The facility serves as the administrative offices for the City and as a functional police department with sally-port, booking and holding facility, evidence storage, and offices. City Hall also serves as the primary meeting place for the City Council, various boards and commissions, and municipal court.
- **Sylvester Powell Jr. Community Center** – 6200 Martway Street
This is an 88,000 square foot facility built in 1999 and expanded in 2009. The facility is two-story and primarily constructed of cinderblock and steel framing with traditional brick exterior. The facility includes two gymnasiums, notarium, work-out area, fitness rooms, meeting/conference rooms, and offices.
- **Public Works Maintenance Facility** – 4775 Lamar Avenue
This is a 22,000 square foot facility built in 2007. Construction is primarily steel frame and tilt-up concrete walls. The facility serves as the storage, maintenance shop, and offices for the City's Public Works Department.
- **Mission Family Aquatic Center** – 5930 61st Street
Outdoor pool with two bodies of water and slide-tower. Facility includes bathhouse/concessions building and pump house. Renovated in 2014.

2.2. Current Technology / Network Environment

Network: See Appendix A. The City's three remote facilities - the Mission Family Aquatic Center (MFAC), the Sylvester Powell, Jr. Community Center (SPJCC), and the Public Works Facility (PW) are interconnected by dedicated fiber pairs owned and operated by Johnson County government on behalf of the City. The City's primary data equipment room is within the City Hall/Police Department.

It is anticipated that Johnson County will configure a VLAN on the City's network that all camera system components will be addressed upon, regardless of location. Each equipment room at each facility has a UPS that is anticipated to provide sufficient capacity for vendor's equipment, and all facilities, except the MFAC, are equipped with generator backup power. Sufficient rack capacity should be available for vendor's patch panels and switch equipment. It is expected, however, that the selected vendor will verify this situation and provide specifications for needed equipment where deficiencies exist.

Servers: The City has four primary servers operating on the network. Two of these servers will be replaced prior to the implementation of this project. The other two are expected to be replaced early next year (2018). The servers function in a VM environment. The City

desires, however, to maintain the surveillance camera system independent of other City resources. Thus, the successful respondent should be prepared to provide any physical server(s), and affiliated licensing, including Windows Server licensing, necessary for the system to operate. Servers shall be installed in the City's data equipment room at the City Hall/Police Department.

Software: The City's desktops use a combination of Windows 7 and 10. Full migration to Windows 10 for all desktops is being considered, but no time frame is set. The City utilizes Google Docs as its e-mail, communications, and productivity software package. The City may migrate to Office 365 in the future, but there is no firm timeline in place for this. Solutions provided should be compatible with both Windows 7 and Windows 10, and not rely on a specific productivity software package (i.e. *not* based on Outlook / Lync), and not require on-site integration.

Telephony: The City currently utilizes an Avaya IP 400 system that was originally purchased in 2004. The primary PBX is located at the City Hall/Police Department. A secondary Avaya IP 400 PBX is housed at the SPJCC and communicates with the primary system over a dedicated fiber pair. The two other remote locations tie back to the system at City Hall over the City's network. The City currently has an RFP out for proposals for a new IP phone system / unified communication system.

Network Cabling: All four of the City's primary facilities have Category 5 or better cabling. The City is, however, undertaking a comprehensive effort to upgrade cabling for these facilities to support the IP based surveillance camera system as well as an IP telephony/data solution being sought under a separate RFP that is currently out. The cabling upgrade is being addressed through a separate RFP that is also currently out. It is expected that the selected respondent for this RFP will work in conjunction with the selected respondent for the cabling RFP (if different) to ensure locations and specifications.

3. SCOPE OF SERVICES

3.1. Purpose

The City is seeking proposals for solutions to replace the City's existing surveillance cameras with an internet protocol (IP) based video surveillance system that can be fully integrated with the City's existing data network so as each of the City's primary facilities have access to video surveillance for local and remote users across the network, including video storage.

Proposed solutions should reflect a complete replacement of the City's existing cameras as the City is not interested in upgrading, fixing, or otherwise integrating any part of the existing cameras. The City is desirous of one, unified TCP/IP based video surveillance system.

It is the intent of this RFP that the successful respondent (hereafter, Vendor) will provide a complete end-to-end solution. Working with the Johnson County Department of Technology and Innovation (DTI) and other outside contractors, the Vendor will provide all network analysis, system architecture and design, planning, installation, training and post installation support for the project. If the Vendor utilizes any subcontractors for any part of the system architecture and design, planning, installation, or support, it should be understood that the Vendor will be the sole responsible party for these activities. The City's goal is to establish a relationship with a single point of contact for all activity necessary for the successful implementation and on-going maintenance of the proposed solution.

3.2. Requirements of A TCP/IP Based Video Surveillance System

The City, in requesting this type of system, desires to take advantage of the benefits that a fully-integrated TCP/IP based video surveillance system can provide. The new system should provide a uniform, integrated video surveillance system for all of the City's primary facilities, and should be expandable at the convenience of the City. The new system should incorporate, but not be limited to, the following specifications.

- 3.2.1. All cameras, and the overall system, must integrate fully with the City's existing data network VLAN technology and quality of service requirements. Further, video streams between camera and the network video recorder(s) must be able to be configured for both uni-cast and multi-cast transmission modes.
- 3.2.2. All cameras shall be TCP/IP cameras and utilize power over Ethernet (PoE).
- 3.2.3. Cameras shall be full-feature including pan, tilt, and zoom (PTZ) capabilities were appropriate.
- 3.2.4. Video surveillance system must entail internal digital zoom capabilities that can focus in on any object instantly using the inbuilt zoom feature on non PTZ cameras. This feature must be able to be turned off if deemed necessary.
- 3.2.5. All cameras must be designed for indoor and outdoor applications. Outdoor cameras will be sealed for outdoor use and provide IP66 protection against water, wind, or dust. In addition, outdoor cameras will be vandal resistant, immune to shock and vibration, and be able to withstand the equivalent of 120lbs of force.
- 3.2.6. All cameras must be high resolution, high sensitivity integral color cameras, and accommodate monitoring visibility day and night under parking lot light illuminate conditions. IP cameras must offer Wide Dynamic Range and provide a mechanical cut filter for IR sensitivity. Administrative user(s) must have the ability to adjust the color and brightness of each camera. Cameras must support 4CIF D1 resolution at 30 frames per second (fps).
- 3.2.7. The proposed video surveillance system must allow recorded video to be played back in the forward or reverse direction, frame-by-frame, and from beginning to end of the clip using "VCR-Like" buttons. The proposed video system must be able to record from 1-30 fps on a per camera basis. The system must have the capability to record when motion occurs and suppress video recordings at other times at the camera end, not at the digital recorder. The system must also have the ability to define zones where a recording trigger would not be enabled. The

- system must have the ability to define recording schedules through Internet browser only.
- 3.2.8. Solutions must support motion based recording that can be configured to save disk space, change operator views and send alerts.
 - 3.2.9. All video must be capable of being stored in a digital format and retrieved, copied, viewed, and deleted as needed.
 - 3.2.10. Data must be part of a secure chain of custody including physical and electronic security.
 - 3.2.11. The proposed video surveillance system must have the ability to archive video recordings for a minimum of 30 days.
 - 3.2.12. The proposed video surveillance system must provide video authentication, checksums, and reporting to ensure videos are not altered in any way.
 - 3.2.13. The proposed video surveillance system must provide simultaneous viewing of both live and recorded video through a web browser interface exclusively. The entire system must be able to be administered through a web browser including full control of PTZ cameras from any location including mobile data terminals in police vehicles.
 - 3.2.14. The proposed video surveillance system must export directly into industry standard formats (e.g. JPEG, AVI, and WMV).
 - 3.2.15. The proposed video surveillance system must allow viewing of up to 16 images on a single display with at least a resolution of 1024 x 768. Internet browser display must allow for viewing of different cameras from multiple network video recorders simultaneously.
 - 3.2.16. The Administrator must be able to access video from any network video recorder, instantly.
 - 3.2.17. The video management solution must have the ability for the operator to trigger any camera that is not actively archiving video. This trigger shall be initiated from an http call to the system.
 - 3.2.18. The proposed solution must provide the ability for multiple cameras to update at once using the batch administration feature by the Administrator leveraging an Excel template.
 - 3.2.19. The proposed video surveillance system must provide a comprehensive authentication system that allows user authentication against Microsoft Active Directory for simultaneous access to all network video recorders, city-wide. Further, the system must also provide comprehensive role-based authorization for each user. Administrative user(s) must have the capability to create new users and define granular control over all system and camera functions.
 - 3.2.20. The proposed system must be expandable for future camera installations without forklift upgrades or visible topology changes to the end-user through the web interface. The system shall not require individual client licenses and the system shall not require any reoccurring licenses fees.

The City expects the successful Vendor will have had experience with companies and organizations of the City's size and scope, and will be able to provide consulting advice,

input, and insight into what other organizations are using, and to provide suggestions that will enhance the usability and functionality of the system. Vendors will be asked to indicate in their response which of these specific features their proposed solution offers and additional cost if applicable.

3.3. Network Assessment

The City of Mission understands, and expects, that the Vendor will need to conduct a full network assessment to determine the viability of integrating and installing the new video surveillance system onto the existing data network. The needs and expectations of a converged network do place different requirements on the network in terms of quality of service, packet prioritization, cable quality, termination specifications, etc. In addition, the City will also be implementing a new IP phone system that will utilize the network as well. Consequently, there needs to be enough bandwidth available to run both systems and normal data transmissions across the network. Although the City believes that its network is "video capable" the Vendor must perform a full network assessment to verify such and determine, if any, network updates or quality mitigation processes that must be achieved in order to support the new converged video/data system. The Vendor will provide all results of the assessments including necessary network maps, specification thresholds, specific problem areas, and the recommended solution and cost for each.

3.4. System Design and Installation

The Vendor must provide a complete system design showing the integration of the video network into the data network. Further, the Vendor must provide a methodology for assuring video quality through the system.

Core system servers, switches, and other equipment will be installed in the data equipment room at the City Hall/Police Department. Such equipment for other primary facilities will be installed in a secured equipment room at such facility. It is expected that the Vendor will provide recommendations for the placement of the equipment in the appropriate network racks or cabinets. If the amount of rack space is insufficient, the Vendor will make sure additional racks are identified in the proposal.

The Vendor will program the system to conform to City-provided specifications and documentation.

The Vendor will coordinate directly with the City's contract IT provider, Johnson County DTI, to plan and configure network routing and VLANs, server instances, remote access for vendor support, etc.; and ensure that the City's network enables video performance compliant with manufacturer's recommendations. The City will facilitate work between the Vendor and Johnson County DTI.

Installation of all equipment, software, laying of wire and all ancillary equipment and connectors must be installed, test verified and delivered in operating and ready-to-use condition.

3.5. Cabling Requirements

As stated above, all four of the City's primary operating facilities have Category 5 and/or Category 6 cabling. The City is seeking proposals through a separate RFP for re-cabling City facilities with Category 6 for the purpose of supporting a new VoIP phone system and IP based video surveillance system. The Vendor will work with the selected vendor (if different) for the cabling to ensure that specifications and locations for termination are correct. However, possible renovation of the City Hall/Police Department may necessitate delaying any cable upgrades at that facility. Given this, the network assessment should include the cost to test existing network cabling at the City Hall/Police Department.

3.6. Camera Locations

Appendix B indicates the quantity of cameras at each City facility, and Appendix C indicates the proposed locations and range of coverage that the City is considering for surveillance cameras at each facility. This is to serve as a basis for the development of proposals. Actual camera locations and specifications will be finalized as part of the contract award.

3.7. Documentation

Once installation is completed, the Vendor will provide two complete sets of documentation showing location, camera type (model number and serial number), and IP address. Inventory will also include any other equipment needed for each City facility including switches, servers, etc. Any manuals and training materials will also be included.

3.8. Project Management

Vendor is expected to provide a project manager for this installation that will interface and become the main contact with the respondent for the duration of the project. This project manager will be assigned to the City throughout the life of the project. The City reserves the right to request a change in project management based on performance.

3.9. Site Security and Background Check

The City Hall/Police Department is a secured facility. As such, personnel working in this facility need to have a background check performed prior to beginning work, and will have to be fingerprinted and photographed. The Vendor needs to be aware of this requirement, and will have to acknowledge that it is prepared to comply with this requirement.

3.10. Transition Plan

The City expects the installation of the new system to have little to no impact on existing operations. Vendor is expected to have experience in this area and to provide the City with a plan to accomplish this.

3.11. Site Restoration

At the completion of the project the Vendor will remove all waste, excess materials, rubbish debris, tool and equipment resulting from or used in the services identified in this document. In addition, all old cameras, monitors and recording equipment should be removed from each of the facilities at no cost to the City.

3.12. Training

The Vendor will be expected to provide a comprehensive training plan that incorporates of training for administrator(s) and site user(s) of the system. Training will include hardware and software.

Training shall specifically include, but not be limited to:

- How to install or set-up a computer as a viewing station.
- How to operate the camera software in order to zoom, pan, and focus.
- How to record and retrieve data.
- How to search and retrieve pre-recorded video information according to time stamps.
- How to search and retrieve pre-recorded video from the server.

It is expected that the training will occur on-site at City facilities during normal business hours. Methods, times, places for training will be arranged as part of the project contract award. City staff will work with the respondent to develop a training plan that best meets the needs of the City.

The Vendor will provide manuals and operational handbooks for all system components in either print and/or electronic format to the City as part of the project.

3.13. Administration / Security

City staff will administer the system. Installation of the new video surveillance system will include training for staff in system administration.

Remote administration of the system via the Internet must be available to City staff. The respondent will need to supply all additional equipment and software needed for system programming and operation.

The system should also have security set features built in that allow the administrator to remotely administer security levels of users. It should fully integrate with the City’s Active Directory and should allow the administrator to control class of service and class of restriction. The respondent will supply all system level passwords to the City.

3.14. Maintenance and Support

- 3.14.1. There shall be a 30 day test period once installation of the video surveillance system has been completed and training performed.
- 3.14.2. The Vendor shall warrant for one year that all materials and equipment furnished under the contract are in good working order, free from defects and in conformance with system specifications and the Vendor’s written description of the system operation. All installed equipment must conform to the manufacturer’s official published specifications. The warranty shall include all labor, materials, travel, and all other applicable costs to maintain the system as delivered. The warranty will not begin until the system has been accepted in writing by the City.
- 3.14.3. Vendor must detail what is included and define if provided by manufacturer or by Vendor in the standard warranty for each item proposed.
- 3.14.4. Vendor must provide pricing for three-year warranty and support on the proposed project. Vendor technical support shall be available 24/7 and Next-Business-Day replacement.
- 3.14.5. The Vendor shall be the City’s sole point of contact for any warranty service or replacement, and shall be responsible for coordinating any services provided by the manufacturer or third parties.

3.15. Indemnity and Required Insurance

The Vendor shall indemnify and hold harmless the City, its officers and employees from any and all liability, loss or damage, including attorney fees and costs of defenses, the City may suffer as a result of claims, demands, suits, actions or proceedings of any kind or nature, including worker’s compensation claims, in any way resulting from or arising out of the operations of the Vendor under this contract; and, at his own expense, appear, defend, and pay all fees of attorneys and all costs and other expenses arising therefrom or incurred in any such action, the respondent shall, at his own expense, satisfy and discharge same.

Furthermore, the Vendor shall maintain insurance coverage in the following amounts:

<u>Type of Insurance</u>	<u>Limit/Ea. Occurrence</u>	<u>Limit/Aggregate</u>
General Liability		
• Bodily Injury	\$1,000,000	\$2,000,000
• Property Damage	\$1,000,000	\$2,000,000
• Contractual Insurance	\$1,000,000	\$2,000,000
Professional Liability	\$3,000,000	\$3,000,000

Automobile Liability		
• Bodily Injury	\$1,000,000	\$1,000,000
• Property Damage	\$1,000,000	\$1,000,000
Worker's Compensation		
• Employee Claims	Statutory for Kansas	
• Employer's Liability	\$1,000,000 per accident	
	\$1,000,000 disease – policy limit	
	\$1,000,000 disease – each employee	

Workers' Compensation policies should include a "Waiver of Subrogation" in favor of the City of Mission.

All insurance carriers should carry a minimum rating of A- X (rated by A.M. Best).

Vehicles, equipment and property used by the Vendor shall be the property of the Vendor and insured as such. The City of Mission will not be responsible for any damage that may occur to such items.

4. SUBMITTAL REQUIREMENTS AND TIMELINE

4.1. Submission of Response

Vendors desiring to submit a response to this RFP shall **submit four (4) hard copies and one (1) digital copy of their proposal to the City Clerk's Office by no later than 5:00 p.m. CT, Friday, February 23, 2018.** Submission should be in a sealed envelope clearly marked "Video Surveillance System" and addressed to:

City Clerk
City of Mission
6090 Woodson St.
Mission, KS 66202

Submissions received after the date and time stated in this RFP shall not be considered. Any submissions received after the deadline shall be returned unopened providing the entity submitting the response is identified on the response envelope.

4.2. Submission Timeline

The following is a list of key dates for consideration of proposals:

Event	Date
Issuance of RFP	Wednesday, January 17, 2018
Pre-Submittal Meeting	Monday, January 29, 2018
Last Day for Issuance of Addenda	Friday, February 16, 2018
Due Date for Submittals	Friday, February 23, 2018
Initial Review of Submittals	Monday, February 26, 2018
Interviews	Monday, March 5, 2018
Selection of Vendor and Finalize Contract	Monday, March 12, 2018
City Council Consideration	Wednesday, April 4, 2018
Notice to Proceed Issued	Monday, April 23, 2018

4.3. Mandatory Pre-Submittal Meeting

Vendors interested in responding to this RFP must attend a mandatory **pre-submittal meeting to be held at 2:00 p.m. Monday, January 29, 2018** at the Mission City Hall – 6090 Woodson, Mission, Kansas 66202.

The purpose of the meeting is to visit and observe the conditions at the City Hall/Police Department and the other primary facilities of the City. This will also be an occasion to ask questions regarding any aspect of the City's operations, the telephony and/or network environment, and the RFP itself. Attendance at this meeting will place the City on notice of the Vendor's interest and guarantee that Vendors will receive any future addenda.

Questions and answers will be recorded at the meeting and sent to all participants within three (3) days after the meeting.

4.4. Contents of Submittals

To be considered for selection, proposals shall be (1) clear and concise, (2) responsive to all RFP requirements, and (3) presented in the form of a written report with the following subheadings clearly marked:

1. Cover Letter
2. Experience of the Firm
3. Project Team Organization
4. References
5. Project Approach
6. Appendix D – Response to Vendor Questionnaire
7. Appendix E – Response to Functionality Checklist
8. Appendix F – Completed Pricing Matrix
9. Appendix G – Acknowledgement of Addenda

4.4.1. Cover Letter (Limit One (1) Page)

Submit a cover letter signed by an individual authorized to obligate the Vendor to fulfill the commitments contained in the proposal. The letter must include the following: (1) a contact for all communication pertaining to the proposal (including name, position, address, direct phone number and email); (2) a statement of the Vendor understanding of the scope of services to be provided and overall ability and qualifications to successfully fulfill the scope of services; and (3) acknowledgment by the Vendor that it meets all requirements for award of a contract.

4.4.2. Experience of the Vendor / Statement of Qualifications (Limit Two (2) Pages)

Provide a brief description of the Vendor including length of time in business, services provided, and any certifications and/or affiliations that may be relevant. Provide sufficient information in the proposal for the selection committee to evaluate the ability and experience of the respondent to successfully fulfill complete the scope of services.

4.4.3. Project Team Organization (Limit Two (2) Pages)

Describe the Vendor team that is being proposed for the project. In particular, describe how the proposed team will be organized to provide the requested scope of services. If any sub-consultants are proposed, indicate who these are and if they have a track record of successful projects with the Vendor.

4.4.4. References (Limit Two (2) Pages)

List the most significant projects (maximum of 5) performed in the last five years that are similar to the project described in this RFP. State, local, and educational entities located within the Kansas City area are highly preferred.

Indicate the date, scope of services, and total cost of the projects; and the name and telephone number of the principal client contact. The City reserves the right to contact the clients listed to perform reference checks.

4.4.5. Project Approach (Limit Four (4) Pages)

Provide a detailed description of the solution (including equipment, services, methodology for implementation, and on-going support) that the Vendor proposes to fulfill the scope of services as outlined in this RFP.

4.4.6. Appendix D – Response to Vendor Questionnaire

Vendors should include in their proposal a response to the Vendor Questionnaire as found in Appendix D.

4.4.7. Appendix E – Response to Functionality Checklist

Vendors should include in their proposal a response to the Functionality Checklist as found in Appendix E of this RFP.

4.4.8. Appendix F – Response to Pricing Matrix

Vendors should include in their proposal a response to the Pricing Matrix as found in Appendix F of this RFP.

The City of Mission is exempt from paying any and all sales tax or use tax. The City will provide a project tax exemption certificate issued by the Kansas Department of Revenue to the successful Vendor for the purpose of purchasing any equipment, supplies or labor associated with this project.

4.4.9. Appendix G – Acknowledgement of Addenda

Vendor should complete and sign Acknowledgement of Addenda as found in Appendix G of this RFP acknowledging receipt of any and all addenda sent by the City.

4.5. Questions and Addenda

Questions regarding this RFP may be addressed to:

Brian Scott
Assistant City Administrator/Finance Director
6090 Woodson
Mission, KS 66202
bscott@missionks.org

Questions must be submitted in writing.

Any addenda will be sent to all that attend the mandatory pre-submittal. Addenda will also be posted on the City's website.

The last date for addenda to be issued will be **Friday, February 16, 2018** except for an addendum extending the date of submission or withdrawing the RFP.

4.6. General Requirements and Stipulations with Submission

The City reserves the right to reject any or all submissions and to waive any minor informality, technicality or irregularity in any submission.

All responses, and related reference information, submitted in response to this RFP will become the property of the City and will not be returned. Each vendor submitting a response waives any right of confidentiality as to the response documents. If a vendor submitting a

response considers certain material in the response proprietary information, it shall clearly designate those portions of the response it wishes to remain confidential. As a public entity, the City is subject to making records available for public disclosure. The City will attempt to maintain confidentiality of material marked proprietary; however it cannot guarantee that information will not be made public.

The City reserves the right to (1) accept or reject any and all submissions and to waive any technicalities or irregularities involving any submission and to cancel the RFP process at any time prior to entering into an agreement, (2) not award a contract for any or all of the services that are the subject of this RFP process, (3) negotiate contract terms acceptable to the City with the Vendor and (4) disregard all nonconforming, non-responsive or conditional submissions.

During the evaluation process, the City reserves the right to request additional information or clarifications from those respondents submitting proposals and to allow for corrections of errors and/or omissions.

Submission of a proposal indicates acceptance by the Vendor submitting the proposal of the terms, conditions and specifications contained in this RFP to include any contract requirements set forth herein.

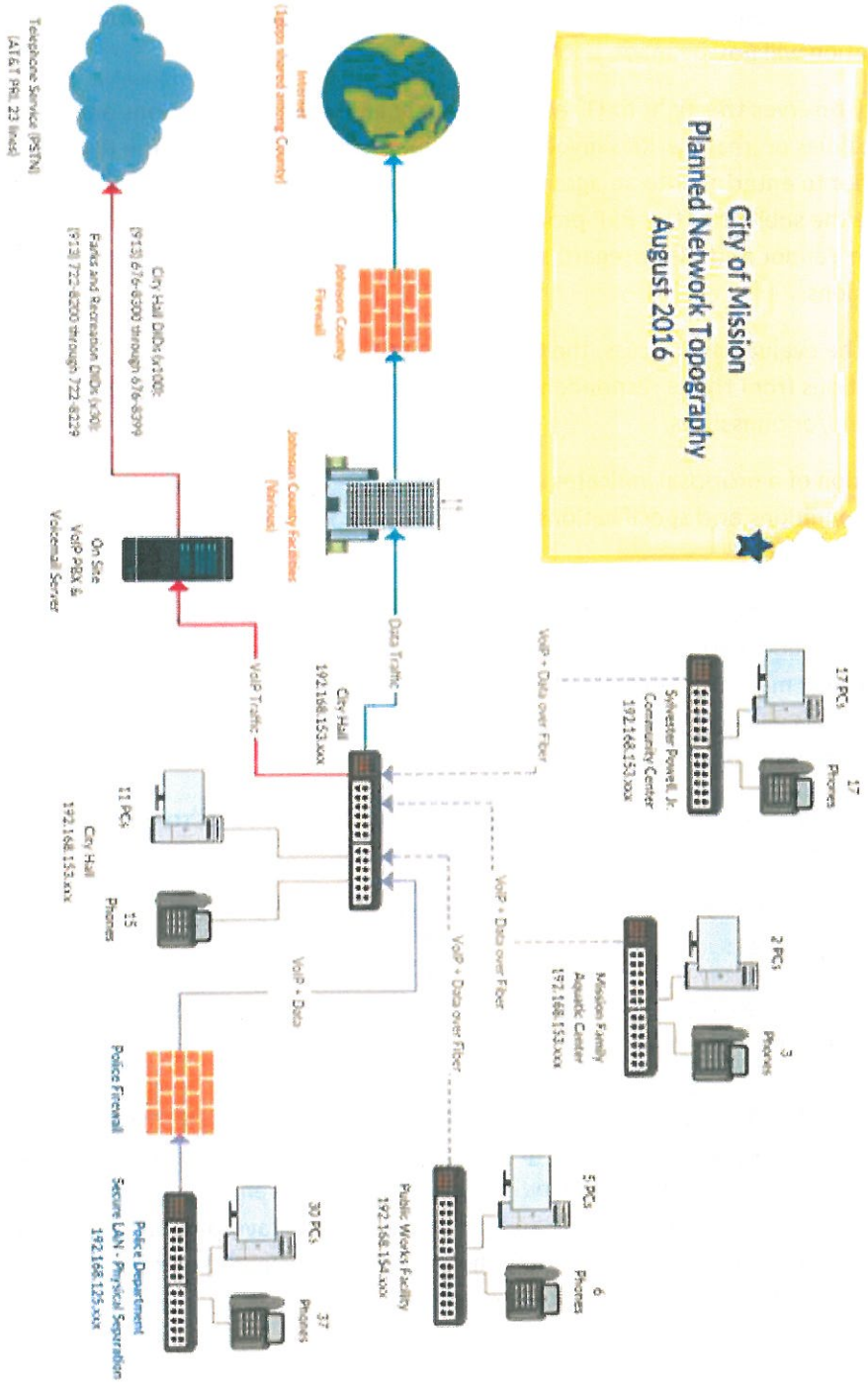
The City will not pay for any information herein requested, nor is it liable for any costs incurred by those vendors submitting proposals. The City reserves the right to select the submission that will best meet the needs of the City. Submissions that do not meet the stated requirements will be considered in non-compliance and will be disqualified unless the City waives such non-compliance.

No submission may be withdrawn for a period of ninety (90) days from the date set for the opening thereof.

By submission of a response, each respondent submitting a proposal certifies and acknowledges that:

- a. It has not paid nor agreed to pay any person, other than a bona fide employee, a fee or brokerage fee resulting from the award of the RFP.
- b. The City may, by written notice to the Vendor submitting the response, reject the RFP or cancel any award under this RFP if it is found by the City that gratuities, in the form of entertainment, gifts or otherwise were offered or given to any representative of the City with a view toward securing an agreement or other favorable treatment with respect to this RFP or the entity submitting the response participated on collusion with another entity to restrain or eliminate competition.
- c. The contents of this RFP and any clarifications distributed or issued by the City shall become part of the contractual obligation and incorporated by reference into the ensuing contracts as the City deems appropriate.

Appendix A – Mission’s Current Telephony/Network Environment



Appendix B – Camera Quantity

The following table indicates the quantity of indoor and outdoor cameras proposed for each City facility. Appendix C indicates the proposed locations and range of coverage that the City is considering for the surveillance cameras at each facility. Both of these appendixes are to serve as a basis for the development of proposals. Actual camera locations and specifications will be finalized as part of the contract award.

City Facility	Quantity
City Hall/Police Department	
Indoor	23 Purple Arrows
Outdoor	5 Purple Arrows
Mission Aquatic Facility	
Indoor	0 Purple Arrows
Outdoor	3 Purple Arrows
Sylvester Powell Jr. Community Center	
Indoor	21 Purple Arrows
Outdoor	4 Purple Arrows
Public Works Facility	
Indoor	2 Purple Arrows
Outdoor	4 Purple Arrows
TOTAL	62

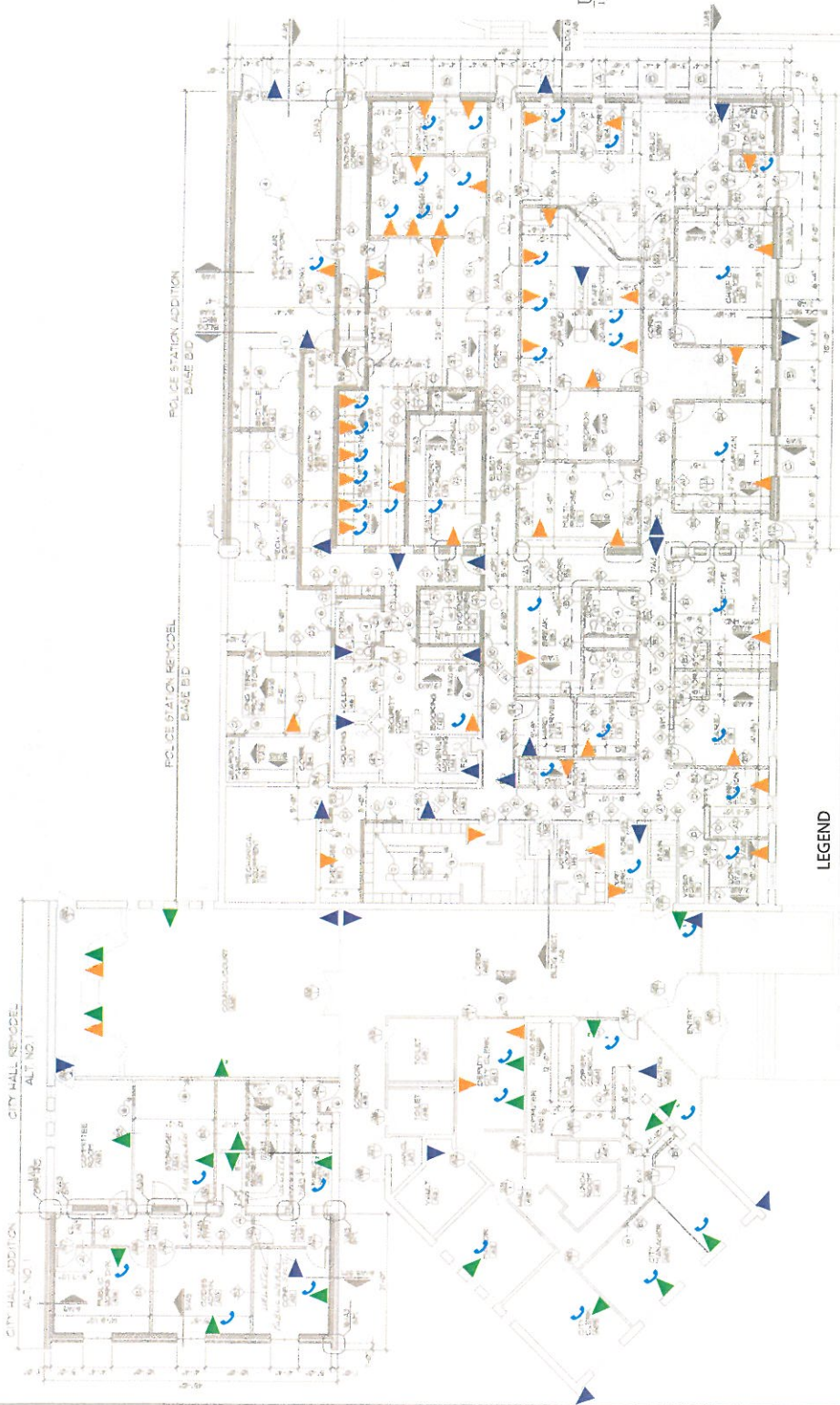
Appendix C – Camera Locations and Range of Coverage

See the attached floor plans and camera ranges for the following facilities:

- City Hall/Police Department
- Mission Family Aquatic Center (MFAC)
- Sylvester Powell Jr. Community Center (SPJCC)
- Public Works Facility (PW)

Each floor plan shows the proposed locations for both data/phone (either in green or gold or red arrows) and for video (in purple arrows) drops. The attached camera ranges show the proposed camera locations and range of coverage for each facility.

CITY HALL, 6090 WOODSON



LEGEND

- ▲ Provide one wall jack for CAT 6 cabling for data. Color indicates hardware color and switch termination. See bid documents for color reference.
- ▲ Provide # number of wall jacks for CAT 6 cabling for data. See wallplate and outlet boxes as necessary. Color indicates hardware color and switch termination. See bid documents for color reference.
- Provide standard IP phone
- Provide receptionist IP phone configuration.
- Provide lobby / courtesy IP phone with limited functionality.
- Provide confer-type IP phone and base station, locate base station at icon position.

FLOOR PLAN
1/8" = 1'-0"



UPPER FLOOR PLAN - POLICE DEPARTMENT
1/8" = 1'-0"

STAIRWELL AND ELEVATOR
PROVIDE ONE WALL JACKET AT ALL STAIR AND ELEVATOR TO ALL VERTICAL
DOOR STOPS AND BASE, CORNER, ETC.
A. THROUGH WALLS AND AT ALL THE PROPOSED WALLS
BY INDICATIONS

FLOOR PLAN LEGEND

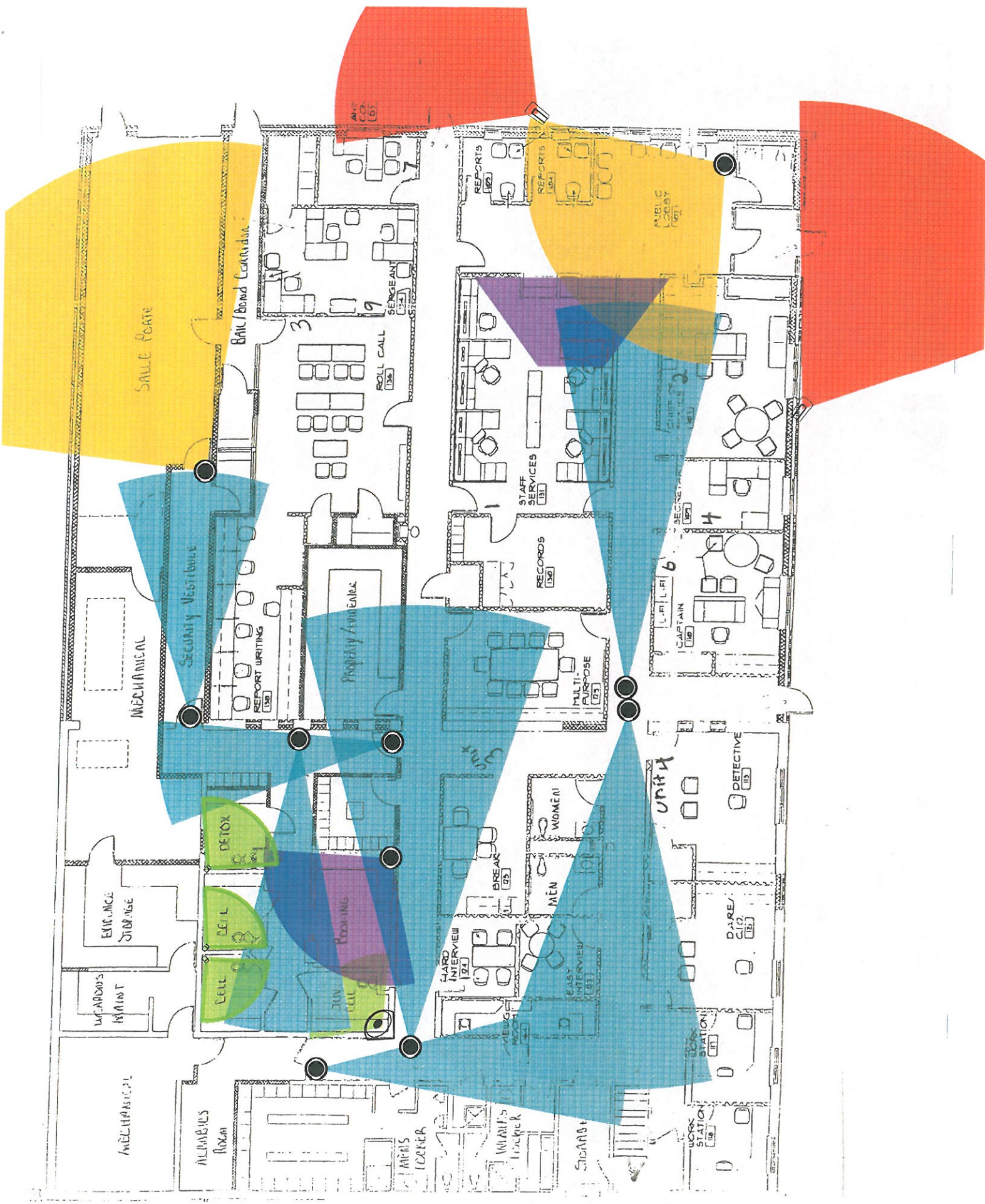
- | | |
|----------------------|-----------------|
| CONCRETE WALL | FLOOR PLAN NOTE |
| DRY WALL | SEE NOTES |
| TYPE 5/8" DIA. STEEL | SECTION CUTTING |
| FACE BRICK | DOOR NUMBER |
| DOOR AND FRAME | SECTION CUTTING |
| CONCRETE | WALL TYPE |
| FRONT DOOR | ROOM NUMBER |
| FRONT WINDOW | ROOM NUMBER |

A9

PROJECT NO. 34623
DATE: Nov. 0, 2016

CITY HALL & PUBLIC WORKS EVACUATION ROUTES







Legend

322 ft wide

Write a description for your map

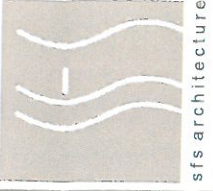
9/2015 Google Earth

Lot Overview
AXIS P1425
Horiz. FoV = 60 deg
Min res. 10 px/foot
Range ind. 40 px/foot
Tilt: 19.2 deg. down

Entry Focus
AXIS Q1765-LE
Horiz. FoV = 11 deg
Min res. 87 px/foot
Range ind. 100 px/foot
Tilt: 6.6 deg. down



40 ft



WESTPORT POOLS & SPA
 OLSSON ASSOCIATES
 5930 W. 61st Street Mission, Kansas 66202

MISSION AQUATIC CENTER

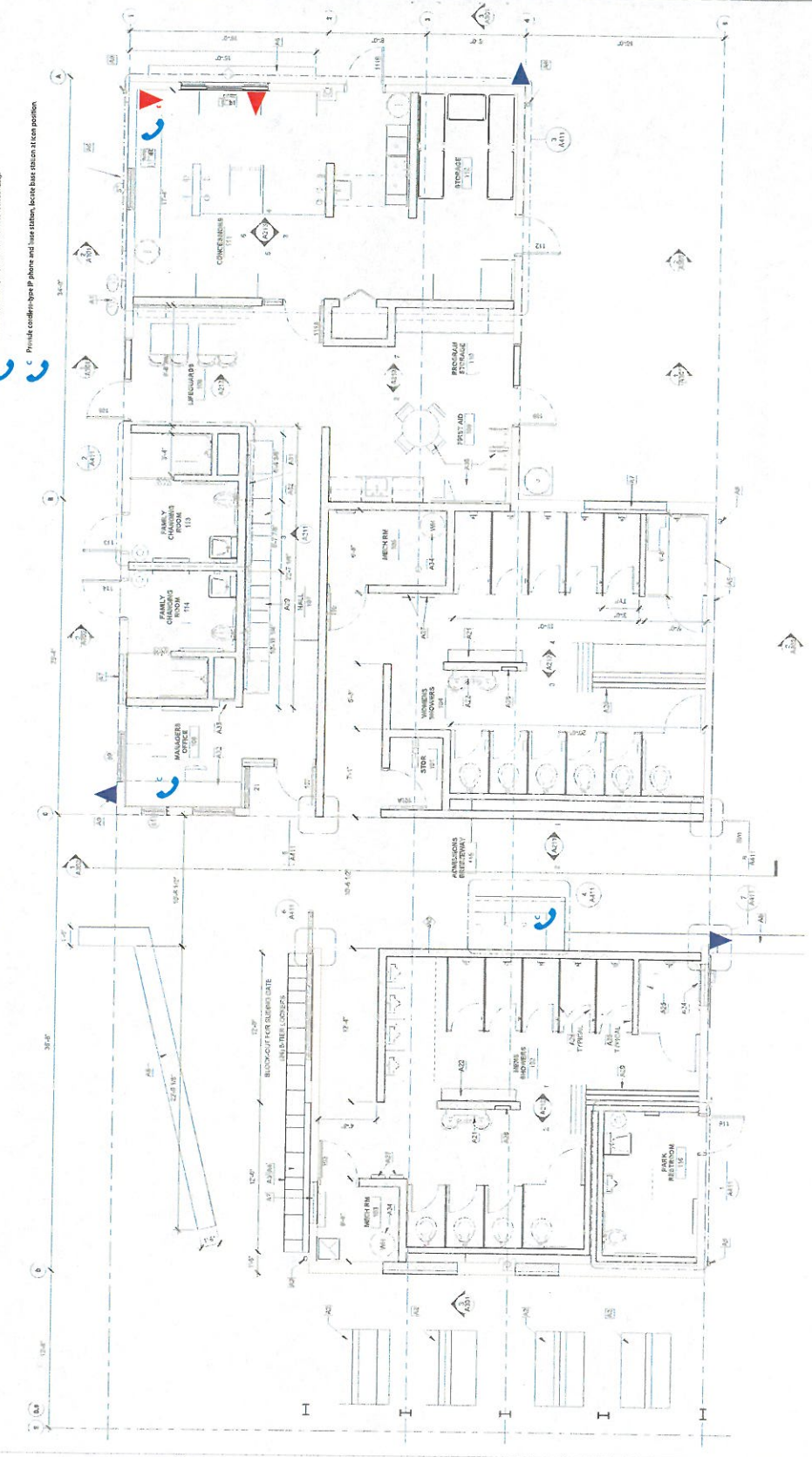


PROJECT NO: 1571
 5930 WEST 61ST AVENUE
 MISSION, KANSAS 66202
 DATE: 05/04/11
 DRAWN BY: J. H. ANDERSON
 CHECKED BY: J. H. ANDERSON
 PROJECT: MISSION AQUATIC CENTER

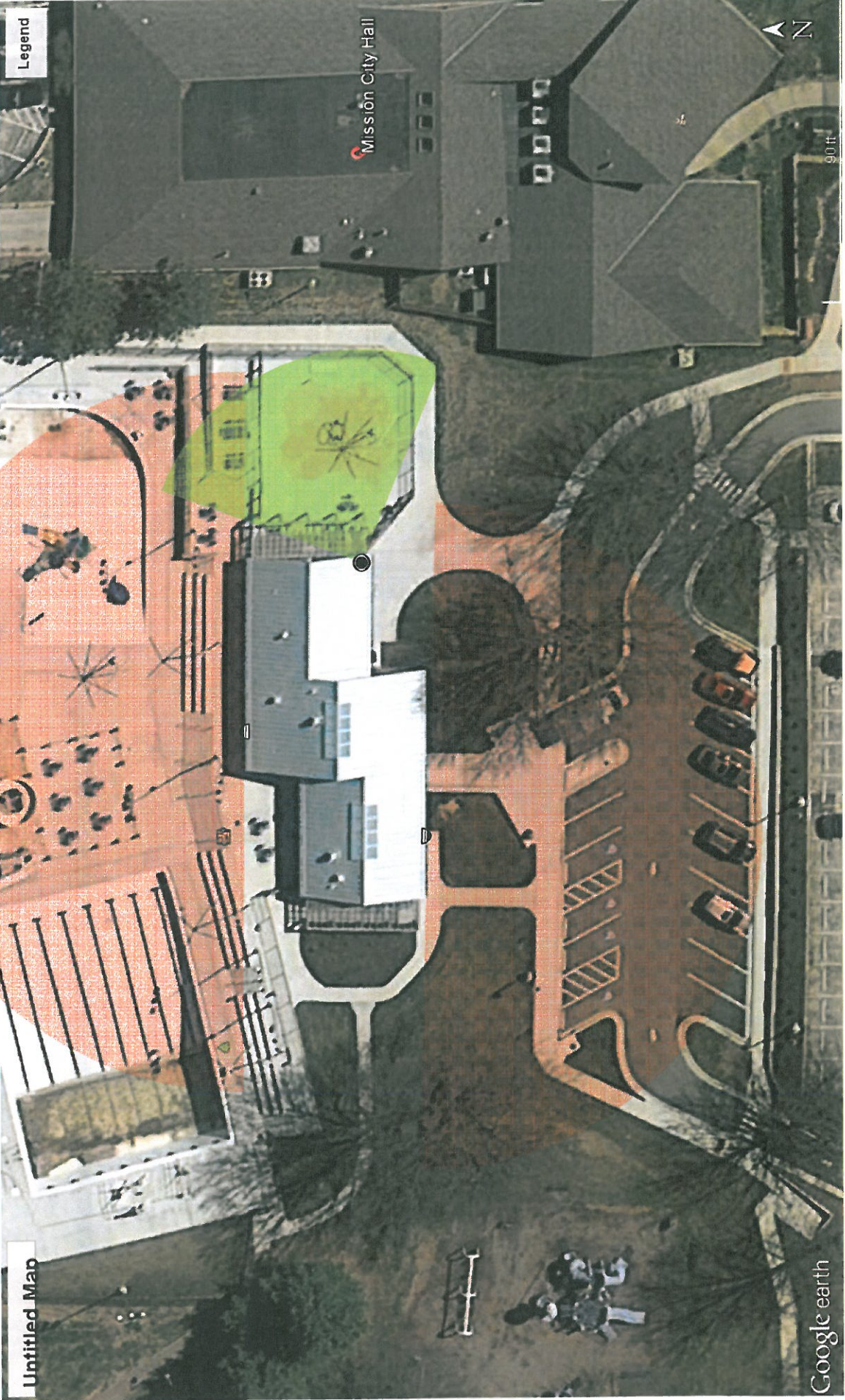
FLOOR PLAN - BATH HOUSE

A111

- KEYED NOTES - FLOOR PLAN - BATH HOUSE**
- A1 DULL HEIGHT ACCESSIBLE DRINKING FOUNTAINS STAINLESS
 - A2 OUTDOOR BRUSHPILE BY CHAIR
 - A3 LOCKERS SET ON CONCRETE CURB, PROVIDE SLOPED TOP
 - A4 LOCKERS SET ON CONCRETE CURB, PROVIDE SLOPED TOP
 - A5 INFILL EXISTING MASONRY OPENING ON INTERIOR AND CONCRETE INTERIOR INFILL SHALL ALIGN TO FORM A CORNER. INTERIOR INFILL SHALL BE REINFORCED WITH BRICK FROM EXTERIOR FACE OF MASONRY. SHALL BE REINFORCED WITH REBAR STAINLESS STEEL SHELF ANCHORED INTO EXISTING MASONRY.
 - A6 REBAR STAINLESS STEEL SHELF ANCHORED INTO EXISTING MASONRY.
 - A7 INFILL EXISTING OPENING WITH SALVAGED MASONRY.
- KEYED NOTES - FLOOR PLAN - BATH HOUSE**
- A8 CAST-IN-PLACE CONCRETE SEAT WALL WITH 1" CHAMFERED EDGES ALL SIDES AND ELAST FINISH AFTER CASTING.
 - A9 NEW DOWNSPOUT TO TIE INTO STORM SEWER REFERENCE TO SPECIFICATIONS.
 - A10 ALUMINUM BENCHES ANCHORED TO FLOOR. REFERENCE ELEVATIONS.
 - A11 DOOR ON PAINT POINT WITH IN-IT-IN SWAP.
 - A12 ACCESSIBLE SHOWER GRAB BAR. REFERENCE TO SPECIFICATIONS.
 - A13 SHOWER STALL PARTITIONS. REFERENCE TO SPECIFICATIONS.
 - A14 ELECTRIC HAND DRYER. REFERENCE MEP.
- KEYED NOTES - FLOOR PLAN - BATH HOUSE**
- A20 RECESSIBLE CONCRETE CUBS BELOW LOCKERS, TOP OF CURB AT 8" ABOVE DECK ELEVATION.
 - A21 STAINLESS STEEL SHELF AT 30" AFF WITH NIP FOR ABOVE. REFERENCE ELEVATIONS.
 - A22 DOOR ON PAINT POINT WITH IN-IT-IN SWAP.
 - A23 ACCESSIBLE SHOWER GRAB BAR. REFERENCE TO SPECIFICATIONS.
 - A24 SHOWER STALL PARTITIONS. REFERENCE TO SPECIFICATIONS.
 - A25 ELECTRIC HAND DRYER. REFERENCE MEP.
- KEYED NOTES - FLOOR PLAN - BATH HOUSE**
- A26 RECESSIBLE CONCRETE CUBS BELOW LOCKERS AND WASTE RECEIPTALS. REFERENCE TO SPECIFICATIONS.
 - A27 LOCKERS BELOW SOLID SURFACE COUNTER TOP. REFERENCE TO SPECIFICATIONS.
 - A28 FURNITURE BY OWNER.
 - A29 SOLID SURFACE COUNTER TOP. REFERENCE TO SPECIFICATIONS.
 - A30 BASE CABINETS PROVIDE PAINTED STEEL SUPPORTS AT 30".
 - A31 PAINTED SURFACE IN WALL. REFERENCE TO SPECIFICATIONS.
 - A32 WATER HEATER. REFERENCE MEP.
- KEYED NOTES - FLOOR PLAN - BATH HOUSE**
- A33 PROVIDE RECEPTIONIST PHONE. REFERENCE TO SPECIFICATIONS.
 - A34 PROVIDE LOBBY / C-ENTRY IP PHONE WITH LINE AND FUNCTIONALITY.
 - A35 PROVIDE CONFIDENTIALITY PHONE AND BASE STATION. LOCATE BASE STATION AT COIN POSITION.



FLOOR PLAN
 1/4" = 1'-0"



Legend

Mission City Hall

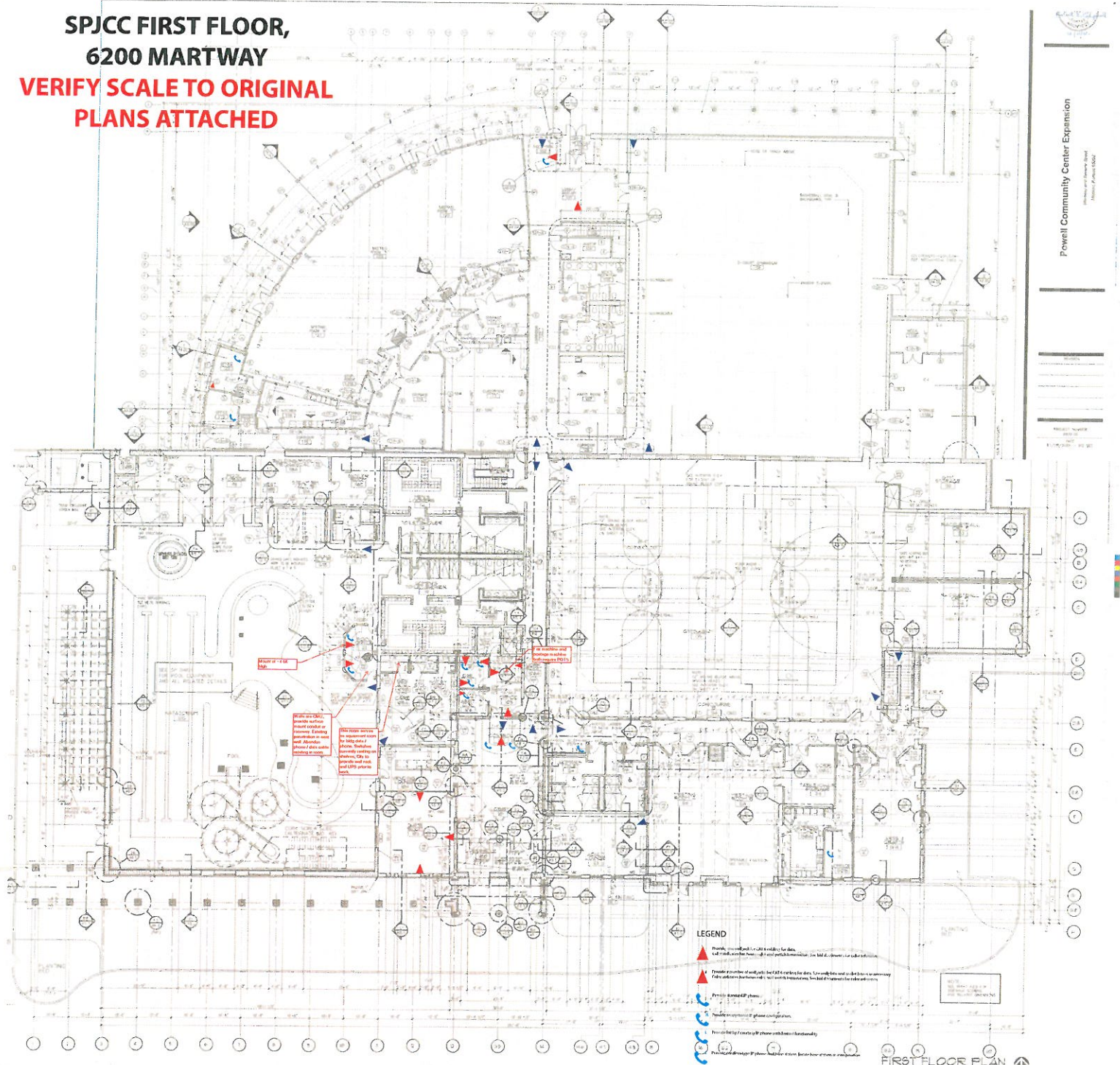
90 ft

Untitled Map

Google earth

**SPJCC FIRST FLOOR,
6200 MARTWAY**

**VERIFY SCALE TO ORIGINAL
PLANS ATTACHED**



Hastings-Chivetta
P.O. Box 1300
Hastings, Kansas 67801
Tel: 785/345-1000
Fax: 785/345-1001
www.hastings-chivetta.com
Serving 8 States, including, but not limited to, South Dakota, North Dakota, and Nebraska. 3/14/15

POWELL COMMUNITY CENTER
MISSION, KANSAS

REV	DATE	DESCRIPTION

FIRST FLOOR PLAN

STYLWESIEK POWELL, JR. COMMUNITY CENTER

W

LOWER LEVEL



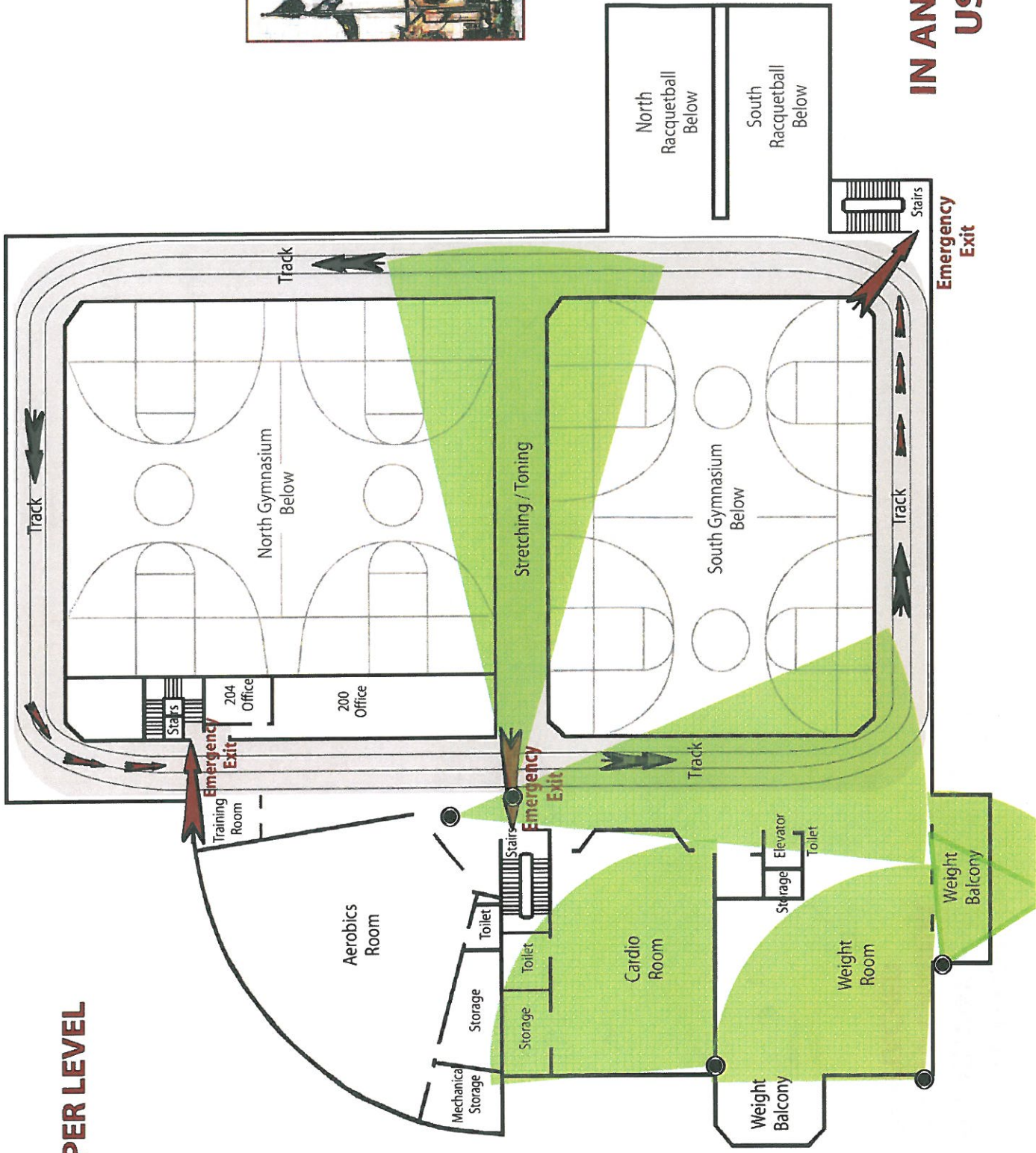
En
Gat
Fl
MON
on:

**IN AN EMEI
USE STA**


EMERGENCY EXITS
City of Mission Parks & Recreation
SYLVESTER POWELL, JR. COMMUNITY CENTER

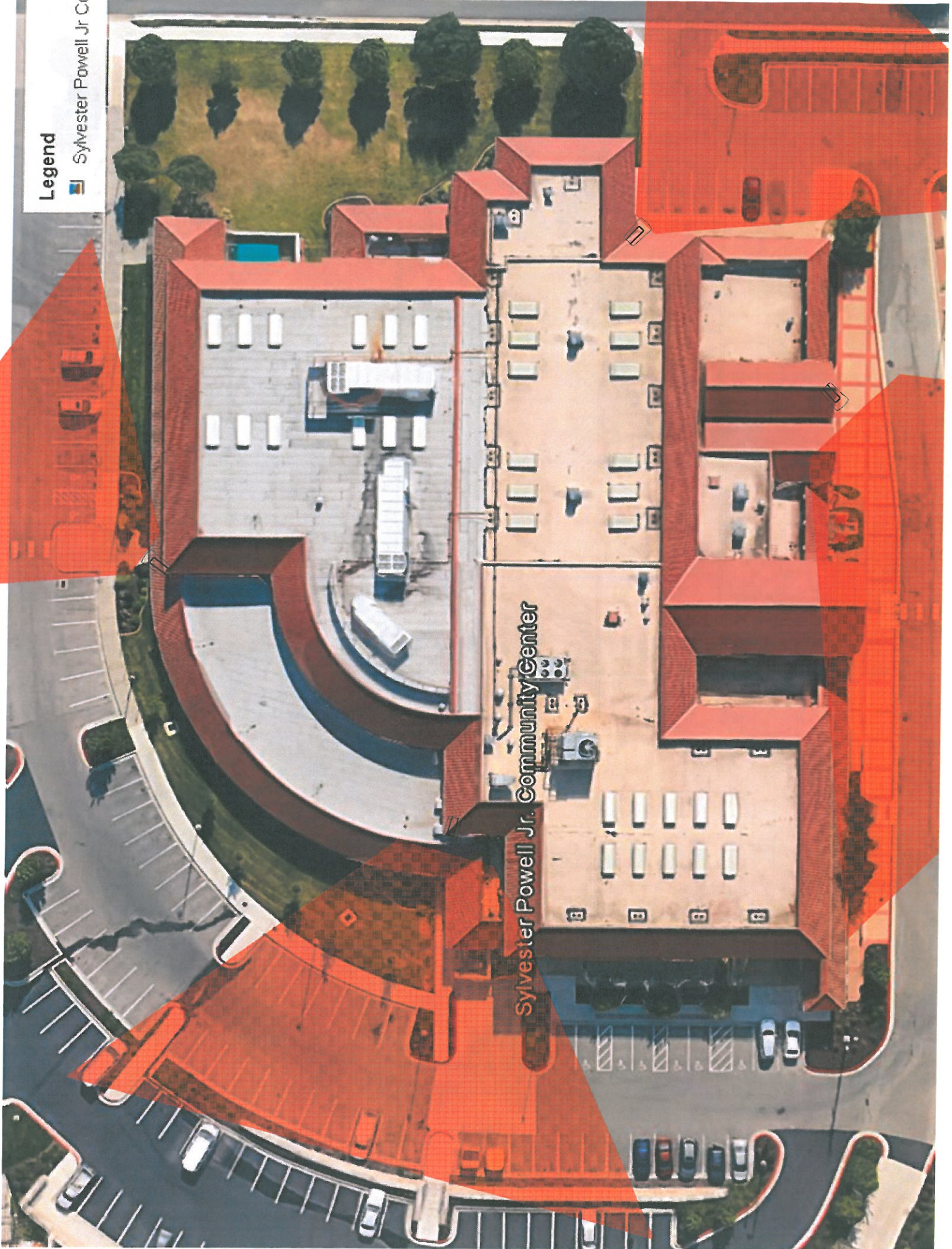


UPPER LEVEL



Legend

 Sylvester Powell Jr Cc



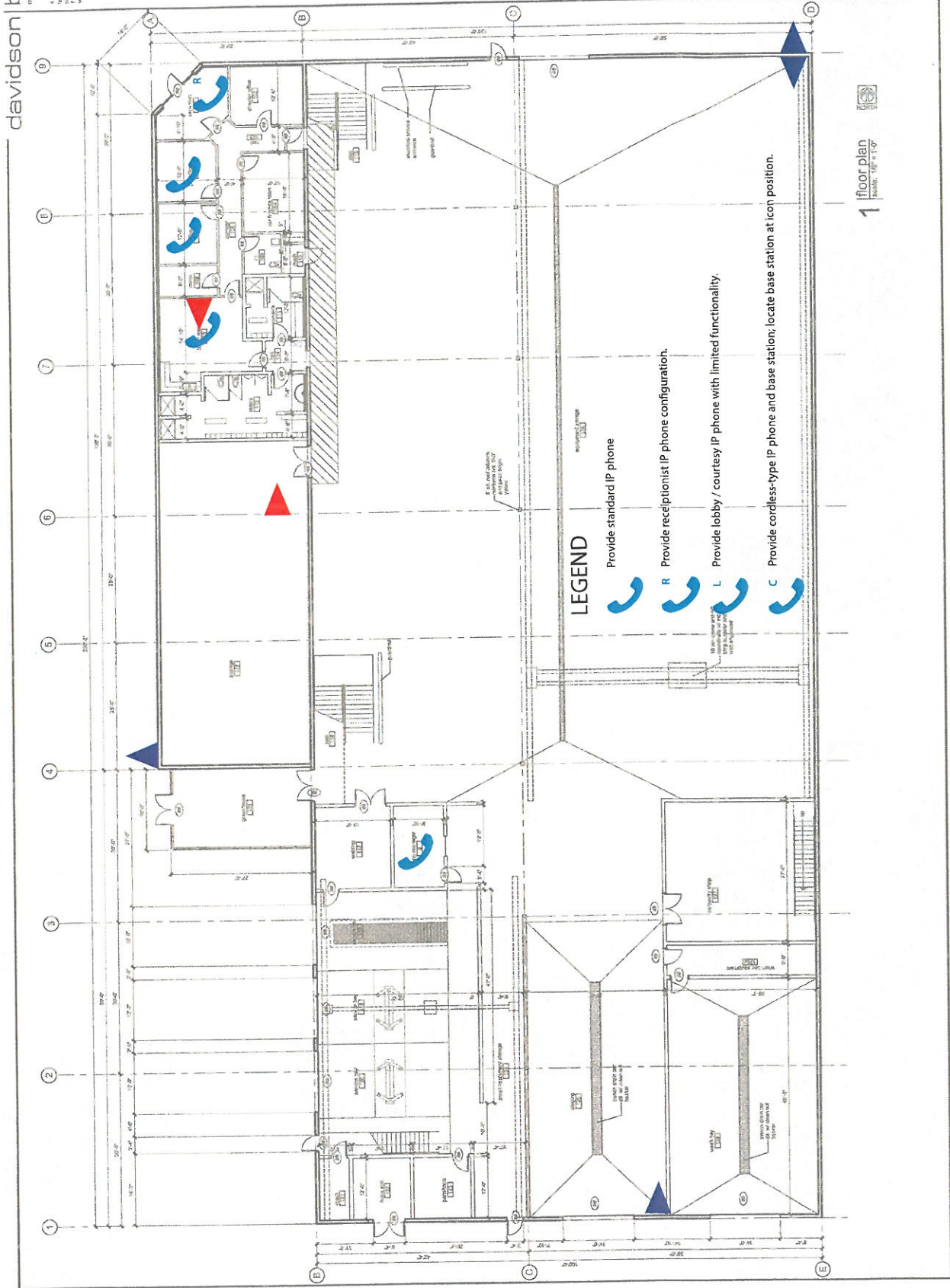
Sylvester Powell Jr. Community Center

11001 N. Lincoln Ave., Suite 100
 Overland Park, KS 66213
 (913) 666-2200
 www.davidsonbrown.com

Public Works Facility
 For the City of Mission, Kansas
 Lamer Ave.
 A Proposed new

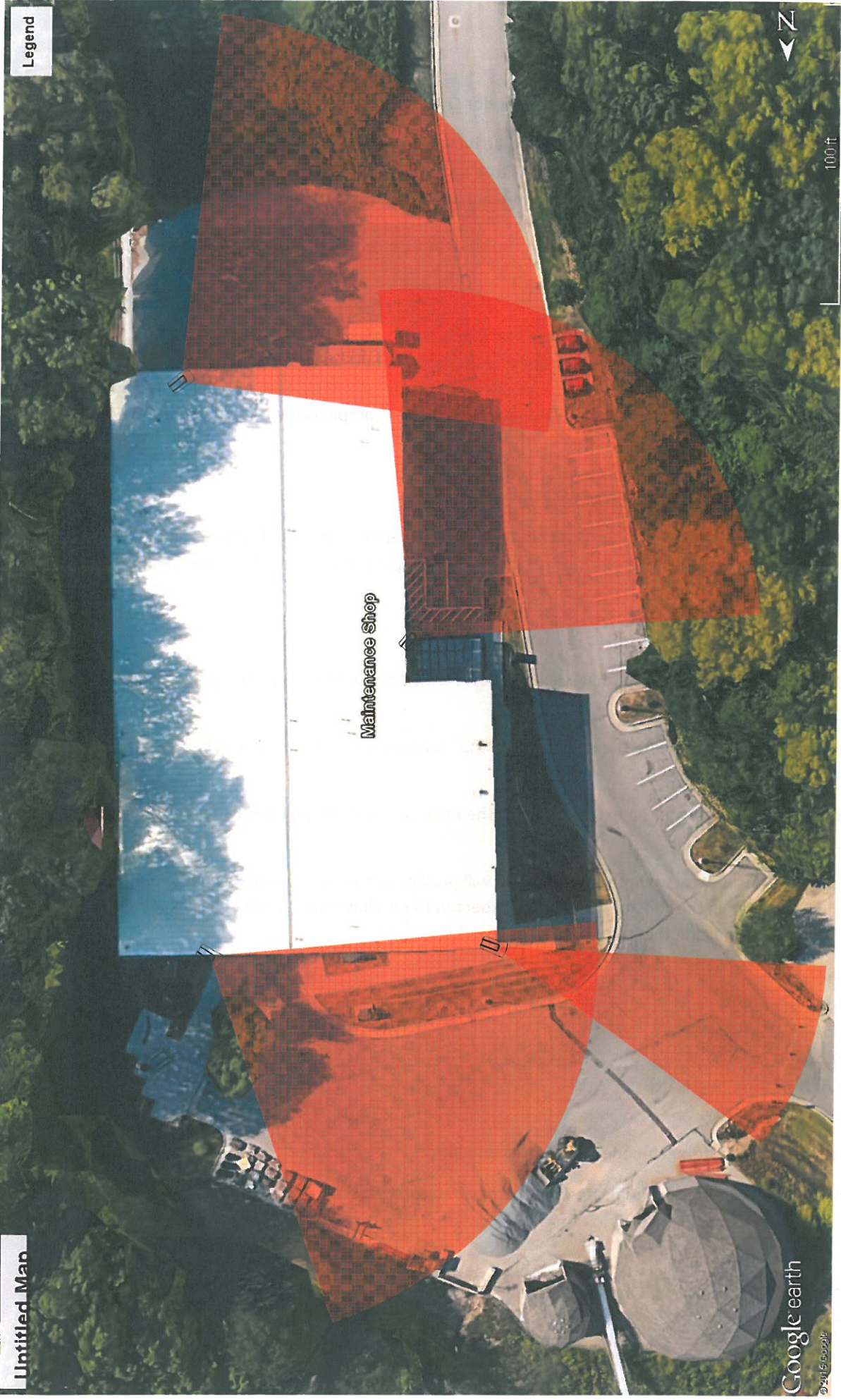
DESIGN BY
 DAVIDSON BROWN
 CHECKED BY
 [Signature]
 DATE
 [Date]

A2-1
 floor plan
 scale: 1/8" = 1'-0"



LEGEND

- R** Provide receptionist IP phone configuration.
- L** Provide lobby / courtesy IP phone with limited functionality.
- C** Provide cordless-type IP phone and base station; locate base station at icon position.



Appendix D – Vendor Questionnaire

Answers to each of the following questions should be included in the Respondent proposal in the format as presented. Questions not answered may constitute an incomplete proposal and subject to rejection. In addition to written proposals, the City may interview one or multiple vendors prior to entering into negotiations with a vendor to perform the work.

PURPOSE OF THE RFP

Single Point of Responsibility / Accountability: The City's expectation is to have a single point of contact (i.e. a single point of authority and a single point contracting entity for this project). This is of a critical nature for this RFP; a contract will NOT be awarded to a Vendor who does not have this single point of accountability. Indicate the Vendor's understanding and compliance with this requirement.

GENERAL FEATURES OF A VOIP PHONE SYSTEM

General Features of IP Based Video Surveillance System: Indicate the proposed system's ability to provide the features that the City is seeking in a system by completing Appendix E – Functionality Checklist.

TECHNICAL REQUIREMENTS

System Design: Indicate the process that will be undertaken to complete the system design to integrate video into the data network.

Video Quality Assurance: Indicate the methodology that will be deployed to ensure video quality through the system.

Expansion Capability: Indicate the extent to which the proposed system can be expanded to meet the future needs of the City.

Server Specifications: Indicate whether the Vendor will provide the server(s) to meet the system specifications outlined in this RFP, or if the City is expected to purchase this. If the City is expected to purchase the server, indicate the following:

- Processor
- Memory (RAM)
- Specify DVD+R/+RW
- Storage
- Configuration (e.g. SAN)
- Back-up Capacity

Indicate the amount of storage needed per hour of video.

If the video is to be compressed, indicate the ratio of video compression.

Network Viewing Specifications: Indicate the minimum workstation requirements for viewing video on the system including:

- Processor Requirements (i.e. 1 GHz)
- Minimum Memory Requirements
- Minimum Vide Card Requirements
- Minimum Requirements for the Operating Platform

Power Supply: Describe power maintenance requirements. Describe the automated camera operation recovery after restoration of power.

NETWORK ASSESSMENT

Network Assessment: Describe the methodology that is being proposed for conducting a full network assessment.

System Design and Installation: The Vendor must provide a complete system design showing the integration of the video network into the date network. Further, the Vendor must provide a methodology for assuring video quality through the system. Indicate the Vendor's understanding and compliance with this requirement.

Work in Conjunction with Johnson County DTI: The successful Vendor will need to work in cooperation with the City's network administrator, Johnson County DTI. Indicate the Vendor's understanding and compliance with this requirement.

CABLING REQUIREMENTS

Cabling: Indicate the Vendor's understanding that it will need to work with the selected cable vendor (if not the respondent) to ensure that appropriate cable is installed and meets the specifications of the system design.

Cable Testing: Indicate the Vendor's understanding that it may have to test and verify that the proposed system will function within all required parameters on the City Hall/Police Department existing cable, if the City decides not to upgrade the cable at this time.

DOCUMENTATION

Indicate what documentation will be provided at the completion of the project. In particular, provide the type and number of documents (i.e. manuals, training material, diagrams, etc.) that will be provided.

PROJECT MANAGEMENT

Indicate that the responder will provide a project manager for the duration of the project.

SITE SECURITY AND BACKGROUND CHECK

The City Hall/Police Department is a secured facility. As such, personnel working in this facility need to have a background check performed prior to beginning work, and will have to be fingerprinted and photographed. Indicate the Vendor's understanding and compliance with this requirement.

SITE RESTORATION

At the completion of the project the Respondent will remove all waste, excess materials, rubbish debris, tool and equipment resulting from or used in the services identified in this document. In addition, all old cameras, monitors and recording equipment should be removed from each of the facilities at no cost to the City. Indicate the Vendor's understanding and compliance with this requirements.

TRANSITION PLAN

Installation schedule and cutover: All of the City's buildings are active facilities throughout the week, including after typical business hours. Disruptions to data networks directly impact the City's operations. While the City anticipates that some disruptions will be unavoidable, particularly as a result of re-cabling, these should be kept to a minimum. Please describe your proposed installation schedule, and the steps that will be taken to reduce disruptions.

TRAINING

Indicate your training plan for training the City's employees on the use of the new system.

Will the respondent be able to provide training for users as outlined in Section 3.12 of the Scope of Services?

Can the respondent provide a "train the trainer" solution?

Indicate the type of training material and operational handbooks that will be provided to each user at each of the City's primary facilities.

Indicate the method that the City will use to obtain additional manuals or operational handbooks.

ADMINISTRATION / SECURITY

Remote Administration: Indicate that the proposed solution will provide remote for administration of the system by the City's Administrator.

Administration of Security Levels: Indicate that the proposed solution will have security set features built in that allow the City's Administrator to remotely administer security levels of users. It should fully

integrate with the City's Active Directory and should allow the administrator to control class of service and class of restriction.

Passwords: Indicate that all system level passwords will be provided to the City at that the system has been installed and tested.

WARRANTY, MAINTENANCE AND SUPPORT

Test Period: There shall be a 30 day test period once installation of the video surveillance system has been completed and training performed. Indicate the Vendor's understanding and compliance with this requirement.

Warranty: Section 3.14.2. of the Scope of Work stipulates a one-year warranty period for all equipment, materials, and labor. Indicate the Vendor's understanding and compliance with this requirement. Describe specifically the Vendor's proposed warranty for the video surveillance system and what is include in the warranty and if provided by the manufacturer or the Vendor.

Ongoing Maintenance and Support: Provide pricing for an annual maintenance and support agreement of the video surveillance system once the warranty has concluded. Describe the scope of services and benefits provided with this agreement, including: response time commitment, any specific plan of preventative maintenance, and any preferential rates available as a result of entering the agreement.

Ongoing licensing cost: What is the annual ongoing licensing cost for the product and to access manufacturer's software and firmware updates, *excluding* any support by the installing vendor?

Appendix E – Functionality Checklist

The following checklist will be utilized in evaluating proposed systems and solutions. Respondents will need to complete this checklist and include it with their proposals.

Feature	Support Yes / No	Comments / Limitations
Surveillance Camera System Features		
Are all cameras, and the overall system, capable of integrating fully with the City's existing data network VLAN technology and quality of service requirements?		
Can video streams between camera and the network video recorder(s) be configured for both uni-cast and multi-cast transmission modes?		
Are all cameras proposed TCP/IP cameras that utilize power over Ethernet (PoE)?		
Are all proposed cameras full-feature including pan, tilt, and zoom (PTZ) capabilities were appropriate?		
Does the video surveillance system entail internal digital zoom capabilities that allow it to focus in on any object instantly using the inbuilt zoom feature on non PTZ cameras?		
Can the digital zoom capabilities be turned off if deemed necessary?		
Are all proposed cameras designed for indoor and outdoor applications?		
Are outdoor cameras sealed for outdoor use and provide IP66 protection against water, wind, or dust?		
Are outdoor cameras vandal resistant, immune to shock and vibration, and able to withstand the equivalent of 120lbs of force?		

Are proposed cameras high resolution, high sensitivity integral color cameras?		
Can proposed cameras accommodate monitoring visibility day and night under parking lot light illuminate conditions or better?		
Do proposed cameras offer Wide Dynamic Range and provide a mechanical cut filter for IR sensitivity?		
Do administrative user(s) have the ability to adjust the color and brightness of each camera?		
Do cameras support 4CIF D1 resolution at 30 frames per second (fps) or better?		
Does the proposed video surveillance system allow recorded video to be played back in the forward or reverse direction, frame-by-frame, and from beginning to end of the clip using "VCR-Like" buttons?		
Is the proposed video system able to record from 1-30 fps on a per camera basis?		
Does the proposed system have the capability to record when motion occurs and suppress video recordings at other times at the camera end, not at the digital recorder?		
Does the proposed system have the ability to define zones where a recording trigger would not be enabled?		
Does the system have the ability to define recording schedules through an Internet browser only?		

Does the proposed video surveillance system provide video authentication, checksums, and reporting to ensure videos are not altered in any way?		
Does the proposed video surveillance system provide simultaneous viewing of both live and recorded video through a web browser interface exclusively?		
Is the proposed system able to be administered through a web browser including full control of PTZ cameras?		
Does the proposed video surveillance system export directly into industry standard formats (e.g. JEG, AVI, and WMV)?		
Does the proposed video surveillance system allow viewing of up to 16 images on a single display with at least a resolution of 1024 x 768?		
Does the Internet browser display allow for viewing of different cameras from multiple network video recorders simultaneously?		
Does the proposed system support motion based recording that can be configured to save disk space, change operator views and send alerts?		
Is the system administrator able to access video from any network video recorder, instantly?		
Does the video management solution have the ability for the operator to trigger any camera that is not actively archiving video?		

Is this trigger initiated from an http call to the system?		
Does the proposed solution provide the ability for multiple cameras to update at once using a batch administration feature from the Administrator leveraging an Excel template?		
Does the proposed video surveillance system provide a comprehensive authentication system that allows user authentication against Microsoft Active Directory for simultaneous access to all network video recorders, city-wide?		
Does the system provide comprehensive role-based authorization for each user?		
Does the administrative user(s) have the capability to create new users and define granular control over all system and camera functions?		
Is the proposed system expandable for future camera installations without forklift upgrades or visible topology changes to the end-user through the web interface?		
Does the proposed system require individual client licenses or any reoccurring licenses fees?		
Other Features Not Identified		

Appendix F – Pricing Matrix

The following pricing matrix will be utilized in evaluating proposed system and solutions. Respondents will need to complete this pricing matrix (or reproduce it) and include with their proposals. Pricing is for all equipment and services, including cameras, switches, and servers, labor, training, maintenance, etc. All prices on equipment, materials, and labor must be itemized as shown. The pricing must also reflect the cost of shipping and handling or any other cost for implementation. Additionally, the City reserves the right to purchase all or some of the proposed solution.

Equipment (Indicate all hardware including cameras, switches, servers, and software. Provide specification / description sheets for any key pieces of hardware proposed, including all cameras, switches, servers, control units, expansion cards, etc.)

Item	Description	Quantity	Unit Price	Total
E-1				
E-2				
E-3				
E-4				
E-5	(Respondent should add additional lines as needed)			
			Total	

Materials and Incidentals (Indicate cabling, mounting brackets, etc.)

Item	Description	Quantity	Unit Price	Total
I-1				
I-2				
I-3				
I-4				
I-5	(Respondent should add additional lines as needed)			
			Total	

Labor

Item	Description	# of Hours	Hourly Rate	Total
L-1				
L-2				
L-3				
L-4				
L-5	(Respondent should add additional lines as needed)			
			Total	

Training (Indicate any training that will be at no additional charge.)

Item	Description	# of Hours	Hourly Rate	Total
T-1				
T-2				
T-3				
T-4				
T-5	(Respondent should add additional lines as needed)			
			Total	

Licenses (Provide cost for any licenses required. If discounts are available for multi-year support agreements, please provide this information regarding the length of term and net discount percentage)

Item	Description	Discount	Length of Term	Total
LC-1				
LC-2				
LC-3				
LC-4				
LC-5	(Respondent should add additional lines as needed)			
			Total	

Maintenance (Provide annual maintenance costs. If discounts are available for multi-year support agreements, please provide this information regarding the length of term and net discount percentage.)

Item	Description	Discount	Length of Term	Total
M-1				
M-2				
M-3				
M-4				
M-5	(Respondent should add additional lines as needed)			
			Total	

Other Costs (Provide any other costs that were not identified above.)

Item	Description	Quantity	Unit Price	Total
O-1				
O-2				
O-3				
O-4				
O-5	(Respondent should add additional lines as needed)			
			Total	

Appendix G– Acknowledgment of Addenda

Respondents will need to complete this and sign this acknowledgment that it has received and considered all Addenda that were issued in relation to this RFP.

_____ (Vendor) does hereby certify that we have received any and all addendum issued by the City of Mission in relation to the Request for Proposals for:

TCP/IP Based Video Surveillance System

And, that Vendor has reviewed and understands each addenda issued and has developed its response to the Request for Proposals in accordance with said addendum.

Name of Vendor: _____

Address of Vendor: _____

Name of Individual of Vendor with Authority to Sign on Behalf of Vendor:

Title of Individual:

Signature:

City of Mission	Item Number:	4.
ACTION ITEM SUMMARY	Date:	March 23, 2018
Administration	From:	Brian Scott

Action items require a vote to recommend the item to full City Council for further action.

RE: Approval of Proposal for Structured Cabling of City Facilities

RECOMMENDATION: Approval of an agreement with Office Products Alliance for the structured cabling of City facilities in an amount not to exceed \$48,600.

DETAILS: The City Council is considering two items on this evening's agenda that pertain to significant technology upgrades for the City - the purchase of a new phone system and a new surveillance camera system. Both of these systems will operate across the City's existing network. Thus, one of the critical components to the success of these projects is that they have optimal pathways across the network - in other words, they have good structured cabling.

All of the City's facilities currently have Category 5 or better cabling in place for network support. Some of the older facilities such as the city hall/police department building and the older section of the Sylvester Powell, Jr. Community Center have predominantly Category 5 cabling. The Public Works facility has Category 6 cabling. Some of the cabling at the city hall/police department building is suspect in that connections have been dropped or the cabling is routed through a router instead of making a direct run back to the data closet.

There is no structured cabling in place to support the TCP/IP surveillance camera system that is being proposed.

A request for proposals (RFP) was issued in January for structured cabling for all City facilities (please see attached). Five proposals were received and evaluated. Proposals ranged in cost from \$37,600 to \$86,000. Similar to the proposals for the surveillance cameras, the lowest and highest proposals were largely unresponsive and were excluded from further consideration. Two firms - Allegiant Technologies and Office Products Alliance - were selected for follow-up discussions and interviews regarding their proposals. Both offered excellent responses to the RFP and both had a cost that seemed in line with the scope of the work. Both were also familiar with the City's facilities. At the conclusion of the evaluation process, Office Products Alliance was recommended by staff to complete the project.

The principal of the firm is familiar with the unique nature of the city hall/police department facility having done cabling projects in the facility before. They are willing to explore ideas as to how best to provide connectivity to the more difficult parts of the building. The firm will work with the City in mapping out an approach to cabling of the facilities. For example, starting with the MFAC so it is ready to go before it opens in May.

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	Fund Balance Reserve
Available Budget:	\$226,000 Overall - \$40,500 for Cabling

City of Mission	Item Number:	4.
ACTION ITEM SUMMARY	Date:	March 23, 2018
Administration	From:	Brian Scott

Action items require a vote to recommend the item to full City Council for further action.

They are also willing to work after hours at no additional cost to avoid any potential conflict with City operations.

Office Products Alliance will test all cabling at all facilities (new and old), certify the new cabling that is installed, label the cabling, and document its location and map it. This documentation is a critical component for a good cabling plan as it provides necessary information for anyone that works on it in the future.

The initial proposal offered by Office Products Alliance quoted the project at \$46,200. Since this time, staff has discussed and decided that as a part of this project the existing data room in the City Hall/Police Department building be relocated to a storage closet upstairs at the back of the Police Department training room. This will provide more space, greater security, and greater ease of installation and access for the project. Office Products Alliance has provided an additional quote of \$2,323 for installation of rack, cable management system, and dedicated electric power to the room.

Staff recommends that the City enter into an agreement with Office Products Alliance for the structured cabling of City facilities in an amount not to exceed \$48,600.

This is the third project in the overall technology upgrade for the City. Funding for this project was budgeted at \$40,500. Although this particular project component exceeds the budget amount originally contemplated, there are sufficient savings in the total project budget to proceed as recommended

Cabling will begin as soon as the Agreement is approved; the last week of April. Office Products Alliance would like to begin at the Mission Family Aquatics Center first, then move to the Community Center, taking care of these facilities before they become busy in the summer. City Hall/Police Department and the Public Works facility would follow afterwards. The most challenging work will be in the City Hall/Police Department building. Cabling should be complete by end of May or beginning of June.

CFAA CONSIDERATIONS/IMPACTS: This agreement will be a key component in providing the other two technology upgrades that will enhance the level of services that the City provides to its residents.

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	Fund Balance Reserve
Available Budget:	\$226,000 Overall - \$40,500 for Cabling

Responses for Structured Cabling
City of Mission
Feb-18

	TGS		Allegiant		BHS Telecom		Office Products Alliance		Envision	
	Average Score	Comments	Average	Comments	Average	Comments	Average	Comments	Average	Comments
Understanding of RFP	4	They said nothing of labeling	2.5	Since they did not mention or provide any costing for testing, labeling or documentation, I can not rate them higher.	2	They never indicate what is in the RFP at all.	4	They mentioned all aspects as well as additional equipment.	2	They are the only vendor to mention the standards that will be followed.
Experience and Ability	4	Only one of their people listed shows cabling or fiber experience.	4.5	They have several large projects listed and several people responsible.	3.5	All listed jobs were smaller.	4.5	They have the existing experience with the City as well as perceived added flexibility.	4.5	They appear to have a large number of qualified people with large job experience.
Project Team	4	The project is cabling and possibly fiber, but only one person listed has those qualifications.	4.5	They listed a full team which included two on-site people.	3	They had a crew to do the actual cabling.	4	The explanation is a little thin. It only lists the two people, but then a crew.	4.5	They appear to have a large number of qualified people.
References	2.5	The projects quoted only had one that had multiple locations and no City or emergency services.	4	They have one City reference, and I'm not sure who he is.	2.5	The references were small and appeared to be single location.	4	They do mention the City of Mission, but their lists include both large installations and video.	4.5	Several large jobs, but no City or emergency services experience.
Project Approach	4.5		3	They did not mention testing or labeling or documentation.	1	No real project approach at all.	4.5	Willing to do split shift at no additional charge in order to accommodate less disruption.	3	There appear to be a lot of items not included, but I don't know if they are in anyone else's.
Pricing	0.5	\$30K higher than the next lowest bid. Total Cost: \$ 86,015.84	3.5	Total Costs: \$49,002.24	5	Total Costs: \$37,204.50	4	Total Costs: \$46,198.25	1.5	Total Costs: \$57,950.00
Total	19.5		22		17		25		20	

	TGS		Allegiant		BHS Telecom		Office Products Alliance		Envision	
	Materials	22,265.84		18,902.24		17,204.50		20,278.25		24,350.00
Labor	63,750.00		30,100.00		20,000.00		25,920.00		33,600.00	
Other	-		188.75		354.57		-		-	
Total	86,015.84		49,190.99		37,559.07		46,198.25		57,950.00	

AN AGREEMENT FOR THE INSTALLATION OF STRUCTURED CABLING IN FACILITIES OWNED AND OPERATED BY THE CITY OF MISSION, KANSAS

THIS AGREEMENT (“Agreement”) is entered into this _____ day of _____, 2018 by and between the City of Mission, Kansas, a Kansas municipal corporation, (“City”) and Office Products Alliance, a Missouri corporation, (“Contractor”) for the installation of structured cabling in facilities owned and operated by the City of Mission.

WHEREAS, The City is a municipal corporation of the second class duly authorized under the Kansas State Constitution; and

WHEREAS, The City has a local area computer network (LAN) that links its facilities together for the purpose of utilizing telephony and data technology in the most efficient manner possible; and

WHEREAS, The City is planning for the installation of a new telephone system and surveillance camera system that will be utilized at all of the City’s facilities, and will operate across the City’s LAN; and

WHEREAS, The City will require that the existing structured cabling at each of its facilities be evaluated and upgraded where appropriate, or added to where needed, to support the new telephone system and surveillance camera system; and

WHEREAS, The City issued a Request for Proposals (“RFP”) for Structured Cabling on Wednesday, January 17, 2018 for the purpose of soliciting proposals from firms that would be able to install structured cabling in each of the City’s facilities for the above mentioned projects and in accordance with the specifications outlined in the RFP; and

WHEREAS, The Contractor was selected to perform this installation after all proposals were received and evaluated.

NOW THEREFORE, The parties do hereby agree to enter into this agreement for the installation of structured cabling at the City’s facilities in accordance with the following terms and conditions:

Section 1. Project

The City is planning for the installation of a VoIP telephone system and TCP/IP surveillance camera system at each of its four facilities – City Hall/Police Department building, Mission Family Aquatic Center, Sylvester Powell Jr. Community Center, and Public Works facility. These systems will utilize the City’s existing computer network, thus necessitating upgrades to the existing network (structured) cabling at each of the facilities where appropriate and the installation of new cabling where needed. The Contractor is being employed by the City for this work.

Section 2. Scope of Work

2.1. Request for Proposals

The City issued a RFP for Structured Cabling on January 17, 2018, which outlines the specifications of the work to be done. The RFP is included as an addendum to this

Agreement and will be referenced as though all specifications and requirements are included herein.

2.2. Response to Request for Proposals

Contractor provided a response to the RFP for Structured Cabling dated February 26, 2018, which outlines their proposal to complete the work as specified in the RFP including the manner which the work will be completed, cost for material, and cost for labor. The Contractor's response to the RFP is included as an addendum to this Agreement and will be referenced as though included herein.

2.3. Changes to the Scope of Work

It is understood that as planning for the project begins, and installation proceeds, there may be changes to the original Scope of Work that necessitate changes in the manner that the work is being done and/or costs. These changes will be reviewed and agreed upon by both parties, and such agreement will be put in writing and become a part of this agreement.

Section 3. Independent Contractor

The City engages the Contractor solely as independent contractor and not as an employee. Except as expressly set forth elsewhere in this agreement or the corresponding RFP, the City shall have no direct control over the day-to-day operations of the Contractor in completing the scope of work pertained to in this agreement.

Section 4. Assignment and Subcontracting

The Contractor shall not assign or subcontract this Agreement, or the work as defined herein, without the prior written authorization of the City.

Section 5. Indemnification and Insurance

5.1. Indemnity and Required Insurance

Contractor and City shall indemnify and hold harmless the other and their respective employees from and against legal liability for claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are legally determined to be caused by their negligent acts, errors, or omissions. In the event such claims, losses, damages, or expenses are legally determined to be caused by the joint or concurrent negligence of Contractor and City, they shall be borne by each party in proportion to its own negligence under comparative fault principles. Neither party shall have a duty to defend the other party, and no duty to defend is hereby created by this indemnity provision and such duty is explicitly waived under this Agreement. Causes of action

arising out of Contractor’s services or this Agreement regardless of cause(s) or the theory of liability, including negligence, indemnity or other recover shall be deemed to have accrued and the applicable statute of limitations shall commence to run not later than the date of Contractor’s substantial completion of services on the project.

Furthermore, Contractor shall maintain insurance coverage in the following amounts:

<u>Type of Insurance</u>	<u>Limit/Ea. Occurrence</u>	<u>Limit/Aggregate</u>
General Liability		
• Bodily Injury	\$1,000,000	\$2,000,000
• Property Damage	\$1,000,000	\$2,000,000
• Contractual Insurance	\$1,000,000	\$2,000,000
Professional Liability	\$3,000,000	\$3,000,000
Automobile Liability		
• Bodily Injury	\$1,000,000	\$1,000,000
• Property Damage	\$1,000,000	\$1,000,000
Worker’s Compensation		
• Employee Claims	Statutory for Kansas	
• Employer’s Liability	\$1,000,000 per accident	
	\$1,000,000 disease – policy limit	
	\$1,000,000 disease – each employee	

Workers’ Compensation policies should include a “Waiver of Subrogation” in favor of City.

All insurance carriers should carry a minimum rating of A- X (rated by A.M. Best).

5.2. Vehicles and Equipment

Vehicles, equipment and property used by Contractor shall be the property of Contractor and insured as such. City shall not be responsible for any damage that may occur to such items.

Section 6. Compensation and Terms of Payment

6.1. Compensation for Work Performed

City shall compensate the Contractor for the work performed an amount not to exceed \$46,198.25 subject to additions or deductions in the work that are agreed upon and approved by the City as a change order. Such amount shall include both materials and labor.

6.2. Change Orders

Changed Orders will be submitted and approved in writing. Cost for additional material and/or labor will be in accordance with costs as outlined Appendix A of this agreement.

6.3. Compensation for Materials

Based upon invoices submitted, the Contractor shall be reimbursed for materials 100% upon acceptance of the Agreement. Materials will become the property of the City.

6.4. Payment of Invoices Submitted

Contractor shall submit invoices for the work performed in regular, equal installments. Payment for the final installment will be made when the work has been completed and approved by the City.

6.5. Dispute of Invoice Amount

City shall notify Consultant in writing within 15 days of the date of the invoice if City objects to any portion of the charges on the invoice.

6.6 Project Exemption Certificate

The City shall supply a project exemption certificate as issued by the State of Kansas Department of Revenue for the purposes of exempting sales tax from the purchase of any materials or labor.

Section 7. Failure to Perform

If the Contractor fails to perform the work within a reasonable time as agreed to by the City and the Contractor, then City shall have the right to void the agreement and seek completion of the work by other means.

Section 8. Dispute Resolution

City and Contractor will make a good faith effort to address any issues that may arise. In an effort to resolve any conflicts that arise during the project or following the completion of the project, City and Contractor agree that all disputes between them in excess of \$5,000, as a condition precedent to legal action by either party, shall first be submitted to at least one session of mediation unless the parties mutually agree otherwise. Cost of mediation service shall be shared equally between City and Contractor. The mediation shall be administered by a mutually agreeable mediation service and shall be held in Johnson County, Kansas unless another location is mutually agreed upon by City and Consultant.

Section 9. Governing Law and Jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of the State of Kansas.

Section 10. Notices

10.1. Notices Pertaining to This Agreement

Any notices pertaining to this Agreement shall be mailed to the following parties:

City:
Laura Smith, City Administrator
City of Mission
6090 Woodson
Mission, Kansas 66202

Contractor:
Brian Gwin, Cabling Installation Sales Manager
Office Products Alliance
2015 Washington
Kansas City, Missouri 64108

10.2. Delivery of Notices

All notices or other communications required or permitted under this Agreement shall be served in writing and shall be deemed to have been duly given if delivered personally or by registered or certified mail, return receipt requested, postage prepaid, to the address set above, or at such other addresses as made from time to time be furnished by the party to the other by notice provided as set forth herein. Any such notice shall be deemed given when mailed, if mailed as provided herein or upon if delivered personally.

(Rest of Page Intentionally Left Blank)

IN WITNESS WHEREOF, the parties hereto have caused this Lease to be duly executed as of the date indicated below.

ATTEST:

City:
City of Mission, Kansas

By: _____

Name: _____

Title: _____

Date: _____

Contractor :
Office Products Alliance

By: _____

Name: _____

Title: _____

Date: _____

Appendix A
Pricing Matrix

Pricing Matrix

All Facilities Materials						
	Qty	Item Description	Manufacturer	Part Number	Price	Ext. Price
I-01	44,000	Category 6 Plenum Blue	Superior Essex	77-240-2B-VP	\$256.25	\$11,275.00
I-02	13,000	Category 6 Plenum Orange	Superior Essex	77-240-DB-VP	\$256.25	\$3,331.25
I-03	108	2-port Face Plate (White)	Panduit	UICFP2WH	\$2.63	\$283.50
I-04	10	Keystone Blank Module 10-Pak (White)	Panduit	CMBBL-WH	\$3.13	\$31.25
I-05	440	Category 6 Jack (Blue)	Panduit	CJ688TGBU	\$6.88	\$3,025.00
I-06	124	Category 6 Jack (Orange)	Panduit	CJ688TGOR	\$6.88	\$852.50
I-07	2	Cat 6 24 Port Patch Panel (Blank)	Panduit	CPP24FMWBLY	\$33.75	\$67.50
I-08	7	Cat 6 48 Port Patch Panel (Blank)	Panduit	CPP48FMWBLY	\$60.00	\$420.00
I-09	100	J Hooks 3/4" Wall Mount (10 Cat. 6 Cables)	B-Line	BCH12	\$1.25	\$125.00
I-10	100	J Hooks 1"5/16 Wall Mount (32 Cat. 6 Cables)	B-Line	BCH21	\$1.94	\$193.75
I-11	100	J Hooks 2" Wall Mount (50 Cat. 6 Cables)	B-Line	BCH32	\$2.38	\$237.50
I-12	100	The Loop Cable Hanger (100 Cables)	Arlington	TL25	\$1.06	\$106.25
I-13	1	Cable Tie Mount (100-PAK)	HellermanTyton	MB29M4	\$143.75	\$143.75
I-14	62	1-port Surface Mount Box (White)	Panduit	CBX1WH-A	\$3.00	\$186.00
					Materials Total:	\$20,278.25

All Facilities Labor				
Item	Description	Hourly Rate	# of hours	Labor Total
L-01	City Hall / Jail			
L-02	Sylvester Powell Community Center			
L-03	Public Works			
L-04	Aquatic Center			
L-05	All Facilities Labor	\$45.00	576.00	\$25,920.00

Combined Materials and Labor Grand Total

Materials Total:	\$20,278.25
Labor:	\$25,920.00
Grand Total:	\$46,198.25

Project and Pricing Notes / Assumptions

- The pricing assumes that proposed patch panels will reside in existing Racks.
- The pricing assumes that all outlet locations exist. Surface Raceway is quoted as a per stick option.

Optional Materials Installation: The pricing below reflects examples of general pricing for materials that the city may opt to purchase outside the contract. Quantities may vary depending on the unique architecture of the facilities.

2-post 7ft Relay Rack Installation (Option)

Qty	Item Description	Manufacturer	Part Number	Price	Ext. Price
	7ft Racking				
1	7ft Free Standing 2-post Relay Rack	Panduit	R2P	\$173.75	\$173.75
1	Ladder Rack, Hardware 12"X10'	Chatsworth	10250-712	\$92.50	\$92.50
1	Wall Angle Support Kit	Chatsworth	11421-712	\$26.25	\$26.25
1	Vertical Wall Bracket	Chatsworth	10608-001	\$17.31	\$17.31
1	Cable Runway Elevation Kit 4"-6" Height	Chatsworth	10506-706	\$40.00	\$40.00
				Materials:	\$349.81
				Labor:	\$225.00
				Grand Total:	\$574.81

4-post 7ft Relay Rack Installation (Option)

Qty	Item Description	Manufacturer	Part Number	Price	Ext. Price
1	7ft Free Standing 4-post Relay Rack	Panduit	R4P	\$812.50	\$812.50
1	Ladder Rack, Hardware 12"X10'	Chatsworth	10250-712	\$92.50	\$92.50
1	Wall Angle Support Kit	Chatsworth	11421-712	\$26.25	\$26.25
1	Vertical Wall Bracket	Chatsworth	10608-001	\$17.31	\$17.31
1	Cable Runway Elevation Kit 4"-6" Height	Chatsworth	10506-706	\$40.00	\$40.00
				Materials:	\$988.56
				Labor:	\$225.00
				Grand Total:	\$1,213.56

11U Wall Mount Open Frame Rack Installation (Option)

Qty	Item Description	Manufacturer	Part Number	Price	Ext. Price
1	11U WM Swing-out Rack 19X21X18	Ortronics	19-21-T18DB	\$206.25	\$206.25
				Materials:	\$206.25
				Labor:	\$90.00
				Grand Total:	\$296.25

20U Wall Mount Open Frame Rack Installation (Option)

Qty	Item Description	Manufacturer	Part Number	Price	Ext. Price
1	20U WM Swing-out Rack 19X35X18	Ortronics	19-35-T18DB	\$226.25	\$226.25
				Materials:	\$226.25
				Labor:	\$90.00
				Grand Total:	\$316.25

Cable Management Installation (Option)

Qty	Item Description	Manufacturer	Part Number	Price	Ext. Price
	Cable Management				
1	1U Horizontal Finger Duct Cable Mgt. Panel with Cover Black	Panduit	WMPFSE	\$41.51	\$41.51
1	2U Horizontal Finger Duct Cable Mgt. Panel with Cover Black	Panduit	WMPHF2E	\$57.50	\$57.50
1	Dual Sided Vertical Cable Mgr 2-sided 45U	Panduit	WMPV45E	\$237.50	\$237.50

Note: Managers are quoted as a price per each. However, it is recommended to install one horizontal manager under each patch panel. And install two vertical managers for each 7ft Relay Rack. As needed.

Surface Mounted Cable Raceway: The pricing below for surface mounted cable raceway is quoted as a per 6ft stick price. This would be an example of a single location using one stick of raceway. If it is determined that surface raceway will need to transition horizontally spanning a room, and will require elbows and/or inside/outside fittings, these locations will be quoted and agreed to prior to implementation.

1 or 2-cable Surface Mounted Cable Raceway (Option)

Qty	Item Description	Manufacturer	Part Number	Price	Ext. Price
6	One-piece latching surface raceway 1.01 x 0.58 (White)	Panduit	LD5WH6-A	\$2.61	\$15.66
1	Single gang outlet box (White)	Panduit	JBX3510WH-A	\$6.09	\$6.09
				Materials:	\$21.75
				Labor:	\$45.00
				Grand Total:	\$66.75

Appendix B
Request for Proposals for Structured Cabling
City of Mission
Issued January 17, 2018

Appendix C

Proposals Submitted by Office Products Alliance for Structured Cabling

February 26, 2018



February 26, 2018

To: **City Clerk**
City of Mission
6090 Woodson St.
Mission, KS 66202

From: Brian W. Gwin
Office Products Alliance

Re: **"Structured Cabling"** Installation Proposal

1) **Point of Contact:** Brian Gwin
Cabling Installation Sales Manager
Brian@opakc.com
816-895-8086 Direct
816-918-4885 Cell
2015 Washington
Kansas City, MO 64108

2) **Statement of vendor Understanding:** Office Products Alliance will provide and install the Category 6 cabling as specified in the "Request for Proposals". OPA has the installers and management support to complete the scope of work in the time frame requested. Additionally, our organization provides many diverse services that may be beneficial to the city. Audio/Video, TV, Projector, Screens, Audio Distribution, Intercom and Sound Masking installations are all services we have experience with.

3) **Acknowledgment:** Office Products Alliance has reviewed and acknowledges that we are more than qualified to meet and/or exceed all vendor requirements as outlined in the "Request for Proposals".

A handwritten signature in black ink, appearing to read "Brian W. Gwin".

Brian Gwin
Brian@opakc.com
816-895-8086 Direct
[816-777-2811](tel:816-777-2811) Fax
2015 Washington - Kansas City, MO 64108

2) Experience of the Vendor/ Statement of Qualifications

Office Products Alliance: Office Products Alliance is a local company and was formed by Mark Whitlow in 1993. Although, OPA started out as an office supply provider, it has evolved over the years to include any service associated with a new office build-out and ongoing office supply and related services support. OPA is in a historical building in the Crossroads Arts district in downtown Kansas City.

History of Office Products Alliance: Office Products Alliance has been serving the Kansas City metro area for 24 years. OPA is a culmination of seven local Kansas City office products companies beginning with K&M Office Products which was founded in 1993. The DBA Office Products Alliance was added in 2011 to better showcase the resources of all companies that came together to form what is now the largest independent office products dealer in the Kansas City area. With the addition of each company we have brought together years of industry experience that is so valuable in serving our clients in the most professional manner.

Services Provided by OPA: Office Supplies, Office Furniture, Janitorial supplies, Breakroom supplies, Toner cartridges (manufactured in Kansas City), Printers, Printer service, Network Cabling, Promotional products, Safety products, Audio Visual products.

Number of employees: 36

OPA's Unique Qualities: We thrive on service levels, we are an experienced team of highly motivated individuals that love taking care of our customers. Our teamwork environment where team members our cross trained make for efficient and consistent delivery of our services. Our flexibility to handle issues quickly and the speed at which we deliver our product gives us a leg up on our competition. We are big enough to handle any need but small enough to be nimble and adjust. Decisions are made here and without delay.

Cabling Installation Experience: The communications cabling installation division of OPA is operated by Brian Gwin. Brian has over 25 years experience in the industry. He is the former owner of Diversified Solutions Group. With DSG, Brian has cabling installation experience directly with the City of Mission. Brian has completed work in all but the Public Works facility. He has inside knowledge of how to navigate the city's unique cabling pathways. Brian has built a team of experienced qualified installers. Any work completed by us is overseen by a site supervisor with over 10-years' experience. OPA follows the installation practices as outlined by most current standards; EIA, BICSI, TIA-569 Pathways & Spaces Standard, National Electrical Code (NFPA 70), etc.

3) Project Team Organization:

Brian Gwin, Project Manager. Upon award of the project, Brian will be responsible for the following tasks;

- 1) Vendor set-up with the city.
- 2) Coordination and procurement of job materials.
- 3) Staging of materials.
- 4) Installation scheduling/coordinating with the city.
- 5) Organizing and assigning installation crews.
- 6) On-site determination of changes to the proposed scope of work.
- 7) Organization of test results and required close-out documents with the city.
- 8) Primary city contact for all future business and any warranty issues.

Tom Campbell, Site Supervisor: Tom's primary role is as the "day to day" on site contact and lead installer. Tom will be on site every day, for the duration of the project. He will be the primary contact on site for both the city and for the installers. Tom has over 25-years' experience in the cabling industry.

4) OPA REFERENCE INFORMATION SHEET

Business Name: Platinum Realty
<https://www.movewithplatinum.com/>

Address:
Multiple Locations in and around the greater Kansas City area.

Contact person: Randy Waldorf

Telephone Number: 913-378-0045 **Email:** rwaldorf@movewithplatinum.com

Description of cabling services

Multiple installations including Category 5e cabling installation, Telecommunications Closet build-out and Surveillance Cameras including Network Video Recording.

Business Name: DEG
<https://www.degdigital.com/>

Address:
6601 College Blvd.
Overland Park, KS 66211

Contact person: Matt Kinnan

Telephone Number: 816.471.6554 **Email:** MKinnan@hint.is

Description of cabling services

Installation consisting of two floors. Over 400 Category 6 cables installed. Build-out of a server room and three Intermediate telecommunications closets. Installation of a 12-filament OM3 Fiberoptic Cable between closets. Installation of a Sound Masking system including ninety-five (95) speakers.

Business Name: Kansas City Area Transit Authority
<http://www.kcata.org/>

Address:
1350 East 17th Street
Kansas City, MO 64108

Contact person: Bryan Beck

Telephone Number: (816) 346-0302 **Email:** bbeck@kcata.org

Description of cabling services

Over 10-year relationship. Multiple building cabling support. Campus distribution of OM3 Fiberoptic Cabling between facilities. Hundreds of category 6 cables installed. Build-out of Telecommunications Closets.

5) Project Approach:

Materials proposed: In the spirit of the RFP, all connectivity will be manufactured by Panduit. Additionally, all optional surface mounted cable raceway and cable management will be manufactured by Panduit. **Telecommunications Closet:** The city may choose the listed optional racking or it may opt to choose something else. We will work with the city to determine the best choice for each Telecommunications Closet. Although the project approach would be at the discretion of the city, below is a scenario that may be in everyone's best interest.

Facility Cabling Priority: Certainly, the first facility to complete would be the Aquatic Center. This project could be completed prior to the summer opening. Beyond that, the other facilities may be completed as requested. It is assumed that all cabling work may be completed during normal business hours. So, we would want to complete work at a time and at a facility when the network and human traffic is at its lightest. **Note:** We would also be willing, at no additional cost, to create a split shift to move the installation to the off hours of any facility if it will benefit both us and the city.

Installation Approach: Although, it would be our goal to start and finish at each facility prior to moving to the next; we clearly understand that the uninterrupted day to day operation of the city services is the priority. Because the city facilities are so close together, it would not be a hardship to complete the facilities in phases. I.E. Complete only one section of a facility, move to another facility, and return to the first facility at a more optimal time. Again, this project planning would be at the discretion of the city.

New Cabling VS Existing: It would be our intention to use as many of the existing network outlet locations as possible. If a cabling pathway to an outlet may be shared during the cabling process, this is the cleanest method of installation in an existing network environment. If possible, we would secure our faceplates to the outlet and leave the existing outlet hanging and intact. After the network is cut-over to the new cabling, the existing faceplates would be eliminated along with the existing cabling. This method of installation won't work at every location, so we are prepared to install new outlets as needed. At these locations, after network cut-over, the existing now un-used outlets would be eliminated and a blank faceplate would be installed.

Existing Network Telecommunications Closets: The racking offered in the proposal is optional. Our intent as directed in the RFP, is to install patch panels in existing racks. Prior to the installation of the cabling, each closet will be examined for the best approach of where to place the new panels. Prior to this, the city might consider taking this opportunity to re-evaluate the layouts of the existing racking and even the locations of the existing Telecommunications Closets. If we use the existing racking and try to add the new patch panels where possible, the patch panels might need to be moved once the existing (old) cabling is removed. For obvious reasons, it is strongly recommended to not manipulate new cabling that has been completed and certified compliant.

Cable Support: OPA will provide and install “J” Hooks to augment any existing support of the cabling above the ceilings. All horizontal cabling will be supported every 48in to 60in.

Cable Management (Option): Cable Management is another option to consider when deciding on the layouts of the racking. Both horizontal and vertical cable managers are presented as an option. The city should also consider how they want the front of the racks to look once the new network is in place. A determination should be made as to how the city wants the patch cords between the patch panels and the ethernet switches managed now and in the future. **Note:** Patch Cords are not included in the proposal.

Network Cut-over (Option): Although not requested in the RFP, OPA can offer our services when the time arrives to complete a network cut-over. We have skilled network engineering partners that we work with on a weekly basis. With our involvement, we can respond immediately to any issue that arises with the new cabling. Or if it is not discovered until the cut-over that a cabling location needs to be added outside the scope of work, we certainly can complete this addition immediately, saving the city from having to come up with a temporary solution. Please let us know if the city would like help with the network cut-over.

6) Pricing Matrix

All Facilities Materials

	Qty	Item Description	Manufacturer	Part Number	Price	Ext. Price
I-01	44,000	Category 6 Plenum Blue	Superior Essex	77-240-2B-VP	\$256.25	\$11,275.00
I-02	13,000	Category 6 Plenum Orange	Superior Essex	77-240-DB-VP	\$256.25	\$3,331.25
I-03	108	2-port Face Plate (White)	Panduit	UICFP2WH	\$2.63	\$283.50
I-04	10	Keystone Blank Module 10-Pak (White)	Panduit	CMBBL-WH	\$3.13	\$31.25
I-05	440	Category 6 Jack (Blue)	Panduit	CJ688TGBU	\$6.88	\$3,025.00
I-06	124	Category 6 Jack (Orange)	Panduit	CJ688TGOR	\$6.88	\$852.50
I-07	2	Cat 6 24 Port Patch Panel (Blank)	Panduit	CPP24FMWBLY	\$33.75	\$67.50
I-08	7	Cat 6 48 Port Patch Panel (Blank)	Panduit	CPP48FMWBLY	\$60.00	\$420.00
I-09	100	J Hooks 3/4" Wall Mount (10 Cat. 6 Cables)	B-Line	BCH12	\$1.25	\$125.00
I-10	100	J Hooks 1"5/16 Wall Mount (32 Cat. 6 Cables)	B-Line	BCH21	\$1.94	\$193.75
I-11	100	J Hooks 2" Wall Mount (50 Cat. 6 Cables)	B-Line	BCH32	\$2.38	\$237.50
I-12	100	The Loop Cable Hanger (100 Cables)	Arlington	TL25	\$1.06	\$106.25
I-13	1	Cable Tie Mount (100-PAK)	HellermanTyton	MB29M4	\$143.75	\$143.75
I-14	62	1-port Surface Mount Box (White)	Panduit	CBX1WH-A	\$3.00	\$186.00
					Materials Total:	\$20,278.25

All Facilities Labor

Item	Description	Hourly Rate	# of hours	Labor Total
L-01	City Hall / Jail			
L-02	Sylvester Powell Community Center			
L-03	Public Works			
L-04	Aquatic Center			
L-05	All Facilities Labor	\$45.00	576.00	\$25,920.00

Combined Materials and Labor

Grand Total

Materials Total:	\$20,278.25
Labor:	\$25,920.00
Grand Total:	\$46,198.25

Project and Pricing Notes / Assumptions

- The pricing assumes that proposed patch panels will reside in existing Racks.
- The pricing assumes that all outlet locations exist. Surface Raceway is quoted as a per stick option.

Optional Materials Installation: The pricing below reflects examples of general pricing for materials that the city may opt to purchase outside the contract. Quantities may vary depending on the unique architecture of the facilities.

2-post 7ft Relay Rack Installation (Option)

Qty	Item Description	Manufacturer	Part Number	Price	Ext. Price
	7ft Racking				
1	7ft Free Standing 2-post Relay Rack	Panduit	R2P	\$173.75	\$173.75
1	Ladder Rack, Hardware 12"X10'	Chatsworth	10250-712	\$92.50	\$92.50
1	Wall Angle Support Kit	Chatsworth	11421-712	\$26.25	\$26.25
1	Vertical Wall Bracket	Chatsworth	10608-001	\$17.31	\$17.31
1	Cable Runway Elevation Kit 4"-6" Height	Chatsworth	10506-706	\$40.00	\$40.00
				Materials:	\$349.81
				Labor:	\$225.00
				Grand Total:	\$574.81

4-post 7ft Relay Rack Installation (Option)

Qty	Item Description	Manufacturer	Part Number	Price	Ext. Price
1	7ft Free Standing 4-post Relay Rack	Panduit	R4P	\$812.50	\$812.50
1	Ladder Rack, Hardware 12"X10'	Chatsworth	10250-712	\$92.50	\$92.50
1	Wall Angle Support Kit	Chatsworth	11421-712	\$26.25	\$26.25
1	Vertical Wall Bracket	Chatsworth	10608-001	\$17.31	\$17.31
1	Cable Runway Elevation Kit 4"-6" Height	Chatsworth	10506-706	\$40.00	\$40.00
				Materials:	\$988.56
				Labor:	\$225.00
				Grand Total:	\$1,213.56

11U Wall Mount Open Frame Rack Installation (Option)

Qty	Item Description	Manufacturer	Part Number	Price	Ext. Price
1	11U WM Swing-out Rack 19X21X18	Ortronics	19-21-T18DB	\$206.25	\$206.25
				Materials:	\$206.25
				Labor:	\$90.00
				Grand Total:	\$296.25

20U Wall Mount Open Frame Rack Installation (Option)

Qty	Item Description	Manufacturer	Part Number	Price	Ext. Price
1	20U WM Swing-out Rack 19X35X18	Ortronics	19-35-T18DB	\$226.25	\$226.25
				Materials:	\$226.25
				Labor:	\$90.00
				Grand Total:	\$316.25

Cable Management Installation (Option)

Qty	Item Description	Manufacturer	Part Number	Price	Ext. Price
	Cable Management				
1	1U Horizontal Finger Duct Cable Mgt. Panel with Cover Black	Panduit	WMPFSE	\$41.51	\$41.51
1	2U Horizontal Finger Duct Cable Mgt. Panel with Cover Black	Panduit	WMPHF2E	\$57.50	\$57.50
1	Dual Sided Vertical Cable Mgr 2-sided 45U	Panduit	WMPV45E	\$237.50	\$237.50

Note: Managers are quoted as a price per each. However, it is recommended to install one horizontal manager under each patch panel. And install two vertical managers for each 7ft Relay Rack. As needed.

Surface Mounted Cable Raceway: The pricing below for surface mounted cable raceway is quoted as a per 6ft stick price. This would be an example of a single location using one stick of raceway. If it is determined that surface raceway will need to transition horizontally spanning a room, and will require elbows and/or inside/outside fittings, these locations will be quoted and agreed to prior to implementation.

1 or 2-cable Surface Mounted Cable Raceway (Option)

Qty	Item Description	Manufacturer	Part Number	Price	Ext. Price
6	One-piece latching surface raceway 1.01 x 0.58 (White)	Panduit	LD5WH6-A	\$2.61	\$15.66
1	Single gang outlet box (White)	Panduit	JBX3510WH-A	\$6.09	\$6.09
				Materials:	\$21.75
				Labor:	\$45.00
				Grand Total:	\$66.75

Appendix E– Acknowledgment of Addenda

Respondents will need to complete this and sign this acknowledgment that it has received and considered all Addenda that were issued in relation to this RFP.

Office Products Alliance (Vendor) does hereby certify that we have received any and all addendum issued by the City of Mission in relation to the Request for Proposals for:

Structured Cabling

And, that Vendor has reviewed and understands each addenda issued and has developed its response to the Request for Proposals in accordance with said addendum.

Name of Vendor: Office Products Alliance

Address of Vendor: 2015 Washington
Kansas City, Mo 64108

Name of Individual of Vendor with Authority to Sign on Behalf of Vendor:

Brian Gwin

Title of Individual:

Installation Mgr

Signature:

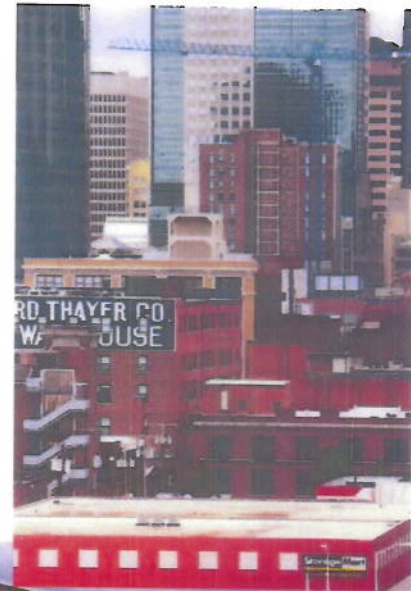




Now we can be your one-stop-shop for all things office!
We have everything you need
delivered to you
FREE by the next business day.

Our comprehensive selection includes:

- Office Products
- Office Furniture
- Jan-San Supplies
- Promotional Products
- Printers/Plotters
- Printer Repairs and Service
- Toner/Cartridges
- Servers/PC/Software
- Audio Visual Installations
- Networking Solutions
- Communications Cabling
- CCTV & IP Camera Solutions
- Breakroom Supplies
- Safety Products



Visit our online store at www.opakc.biz
OPA is the largest independent office supply company
in the Greater KC Metro.

No Contracts-No Minimums

Order online
opakc.biz

Order by phone
816-777-2810

Order by Fax
816-777-2811

Order by email
Kent@OPAKC.biz

We partner with non-profit organizations, governmental agencies,
and our clients to address local concerns.

*"Our commitment to giving back is firmly founded in our belief
that our community can thrive only through supporting one
another in business and in charitable endeavors."*



Let's Keep it Local, Because Together We Can Make Kansas City A Better Place for All of Us.

2015 Washington - Kansas City, MO 64108 - 816-777-2810

Printed with hp color Inkjet Laser printer, Domtar First Choice 28lb-98 bright paper, Compatible Cartridges



At OPA, we work to enhance our community. We connect our diverse expertise, resources, and time to help improve the lives of those around us. We take pride in giving back to our community, not only financially, but also through many charitable efforts, the chamber of commerce, and community projects.



"Our commitment to giving back is firmly founded in our belief that our community can thrive only through supporting one another in business and in charitable endeavors."

We partner with nonprofit organizations, governmental agencies, and our clients to address local concerns. The passion and expertise of our employees brings unique perspectives and knowledge to community organizations and we are devoted to supporting them in community participation through company-sponsored and personal volunteer initiatives.

A Look at some of OPA's Community Partners & Involvement

American Cancer Society

Chairman Club
Coaches vs Cancer
5K Birthday Bash

Big Brothers Big Sisters

Corporate Sponsor
DeClutter For Kids
Bowl For Kids' Sake
Financial Contributions
Volunteer Contributions

Independence Chamber of Commerce

Ambassador
Financial Contributions
Volunteer Contributions
Committees
BuyIn Program

Independence Square Association

Vice-President Board of Directors
Member of Board of Directors
Financial Contributions
Volunteer Contributions

Blue Springs School District

Mentor Program
DECA Advisory Committee
Financial Contributions
Volunteer Contributions

Blue Springs Chamber of Commerce

Initiated "Buy Blue Springs"
Financial Contributions
Volunteer Contributions
Connector

Blue Springs Educational Foundation

Financial Contributions
Volunteer Contributions
Member of Board of Directors

KC Crossroads Organization

Member

Seton Center, Inc.

Member of Board of Directors

Lee's Summit Chamber of Commerce

2013 Chairman's Club
Ambassador Committee
Membership Committee
Lee's Summit Ribbon Cuttings
Golf Tournament
Leaders of the Pack-Women's Conf.
Operation Thank you
Chamber 101/Get Plugged In
Financial Contributions
Volunteer Contributions

Leawood Chamber of Commerce

SparkLab KC Mentoring Project

Mentor

Kansas City, Kansas Chamber Of Commerce

Co-Chairman Of The Ambassadors

Women's Chamber Of Kansas City, Kansas

Member of Board of Directors

Project 58 PIM (Philippine Island Missions)

Member of Board of Directors

Kansas City, Kansas School District Foundation

Financial Contributions
Volunteer Contributions

Kansas City, Kansas School District

Back To School Back Pack Program

Financial Contributions

Kansas City, Kansas Community College

Endowment Foundation

Financial Contributions

The Fairfax Industrial Association

Member

Check our website www.opakc.biz for a complete list.



March 30, 2018

To: **Brian Scott**
City of Mission Kansas

From: Brian W. Gwin
Office Products Alliance

Re: **City Hall / Police Department**
Telecommunications Closet Build-out Proposal

Scope of Work

Rack Installation Task List

- Provide and install One (1) 7ft 2-post Free Standing Relay Rack to support the cabling for the City Hall / Police Department.
- Provide and install a 16ft X 12in Ladder Rack from wall to wall including all supports.

Relay Rack and Ladder Rack Installation

Rack Installation Total

Materials:	\$564.87
Labor:	\$450.00
Grand Total:	\$1,014.87

Cable Management (Option)

Provide and install Five (5) 2U Horizontal Cable Managers and One (1) Vertical Cable Manager. The managers will be installed in the proposed 7ft Rack.

Cable Management Installation Total (Option)

Materials:	\$525.00
Labor:	\$90.00
Grand Total:	\$615.00

Dedicated Circuit Installation (Option)

Provide and install Two (2) 20-Amp Dedicated Electrical Circuits in the proposed City Hall / Police Department telecommunications Closet.

Dedicated Electrical Circuits Installation Total (Option): \$695.00

Thank you for the opportunity of providing you with this quotation. Pricing is valid for 60 days. Sales Tax if included in the quotation, is for estimation only. Actual amounts are based on the location of the billing address. If the project is going to be "tax exempt", a tax exemption or reseller certificate must be on file with Office Products Alliance prior to implementation. Terms are 100% materials payment upon acceptance, unless otherwise negotiated. Labor payment will be required as completed or upon successful completion as negotiated. Net terms are 15 days. Please contact me for any questions you may have.



Brian Gwin
Brian@OPAKC.biz
816-895-8086 Direct
[816-777-2811](tel:816-777-2811) Fax
2015 Washington - Kansas City, MO 64108



REQUEST FOR PROPOSALS
FOR
STRUCTURED CABLING

The City of Mission requests proposals by qualified vendors for the above-referenced project. Interested vendors should submit four (4) hard and (1) digital copy of a proposal in a sealed envelope to the City Clerk's office at Mission City Hall, 6090 Woodson, Mission, KS 66202.

RESPONSES MUST BE RECEIVED BY
FRIDAY, February 23, 2018 at 5:00 P.M.

Questions regarding this RFP may be submitted in writing to:

Brian Scott, Assistant City Administrator/Finance Director
6090 Woodson Street
Mission, KS 66202
bscott@missionks.org

There will be a mandatory pre-submittal and walkthrough meeting for potential vendors at:

Mission City Hall, 6090 Woodson Street, Mission, KS 66202

Thursday, February 1, 2018 - 10:00 A.M. CT

Interested vendors should plan to attend the pre-submittal meeting.

City of Mission

Request for Proposals for Structured Cabling

Table of Contents

Section 1 – Introduction	4
Section 2 – Background	
2.1 City of Mission	4
2.2 Current Technology / Network Environment	5
Section 3 – Scope of Services	
3.1. Purpose	6
3.2. Network Assessment, System Design and Installation	7
3.3. Vendor Responsibilities	7
3.4. Structured Cabling Specifications	8
3.5. Applicable Documents for Specification of Materials and Installation	9
3.6. Cabling Infrastructure Requirements	10
3.7. Outlet Installation	11
3.8. Cable Installation	11
3.9. Termination Hardware Installation	13
3.10. Cable System Testing	13
3.11. Fire Stop Systems	15
3.12. Documentation	16
3.13. As-Built Diagram(s)	17
3.14. Warranty Documentation	18
3.15. Abatement of Abandon Cabling	18
3.15. Project Management	18
3.16. Site Security and Background	18
3.17. Transition Plan	19
3.18. Site Restoration	19
3.19. Indemnity and Required Insurance	19
Section 4 – Submittal Requirements and Timeline	
4.1. Submission of Response	20
4.2. Submission Timeline	21
4.3. Mandatory Pre-Submittal Meeting	21
4.4. Contents of Submittals	21
4.5. Questions and Addenda	23
4.6. General Requirements	23

Appendix A – Mission’s Current Telephony / Network Environment	25
Appendix B – Voice/Data and Video Drop Quantity	26
Appendix C – Diagrams for Both Voice/Data and Video Drops	27
Appendix D – Pricing Matrix	28
Appendix E – Acknowledgment of Addenda	29

1. INTRODUCTION

The City of Mission is seeking proposals for “Structured Cabling” of the City’s primary operating facilities.

A full Request for Proposals (RFP) can be obtained from the City’s website – www.mission.org. The RFP contains specifications for proposals and requirements for submittal. Any revision to the RFP, or additional information to be provided, will be through addenda published on the City’s website. All respondents must verify with their submittal that they have received and considered all addenda issued by the City.

A mandatory pre-submittal and walkthrough meeting is scheduled for 10:00 a.m. CT, Thursday, February 1, 2018 at Mission City Hall, 6090 Woodson St., Mission, KS, 66202. All parties interested in submitting a proposal should plan to attend.

To be considered, four (4) hard copies and one (1) digital copy of a proposal should be submitted in a sealed envelope labeled “Structure Cabling” to the City Clerk’s Office, Mission City Hall, 6090 Woodson St., Mission, KS 66202 by 5:00 p.m. CT, Friday, February 23, 2018. Any proposals received after this date and time will be returned unopened.

Questions regarding this RFP should be submitted in writing to:

Brian Scott
Assistant City Administrator/Finance Director
City of Mission
6090 Woodson
Mission, KS 66202
bscott@missionks.org

The City will not pay for any information herein requested, nor is it liable for any costs incurred by those responding to this RFP. The City reserves the right to select the proposal that best meets the needs of the City and to waive any informalities, technicalities, or irregularities in the proposal. Proposals that do not meet the stated requirements will be considered in non-compliance and will be disqualified unless the City waives such non-compliance.

2. BACKGROUND

2.1. The City of Mission

The City of Mission (hereafter, City) is a municipal corporation organized under the constitution and laws of the State of Kansas. The City serves a population of approximately 9,300 residents within a 2.87 square mile area located in Northeast Johnson County, Kansas; two miles west of the Missouri/Kansas boarder.

The City is comprised of five operating departments: administration, community development, police, public works, and parks and recreation. The City has 70 full-time employees and an annual operating budget of \$12 million. Respondents unfamiliar with the City can find more information online at the City's website, <http://missionks.org/>.

There are four primary facilities that the City utilizes for its operations.

- **City Hall/Police Department** – 6090 Woodson Road
This is a 19,000 square foot facility built in 1985 and renovated in 1996. The building is mostly one-story, but on different levels. The construction is cinderblock with steel framing and traditional brick exterior. The facility serves as the administrative offices for the City and as a functional police department with sally-port, booking and holding facility, evidence storage, and offices. City Hall also serves as the primary meeting place for the City Council, various boards and commissions, and municipal court.
- **Sylvester Powell Jr. Community Center** – 6200 Martway Street
This is an 88,000 square foot facility built in 1999 and expanded in 2009. The facility is two-story and primarily constructed of cinderblock and steel framing with traditional brick exterior. The facility includes two gymnasiums, notarium, work-out area, fitness rooms, meeting/conference rooms, and offices.
- **Public Works Maintenance Facility** – 4775 Lamar Avenue
This is a 22,000 square foot facility built in 2007. Construction is primarily steel frame and tilt-up concrete walls. The facility serves as the storage, maintenance shop, and offices for the City's Public Works Department.
- **Mission Family Aquatic Center** – 5930 61st Street
Outdoor pool with two bodies of water and slide-tower. Facility includes bathhouse/concessions building and pump house. The facility was renovated in 2014.

2.2. Current Technology / Network Environment

Network: See Appendix A. The City's three remote facilities - the Mission Family Aquatic Center (MFAC), the Sylvester Powell, Jr. Community Center (SPJCC), and the Public Works Facility (PW) are interconnected by dedicated fiber pairs owned and operated by Johnson County government on behalf of the City. The City's primary data equipment room is within the City Hall/Police Department. Each facility, however, has a data closet.

Network Cabling: All four of the City's primary facilities have Category 5 or better cabling. The City is, however, undertaking a comprehensive effort to upgrade cabling for these facilities to support an IP telephony/data solution and an IP based surveillance camera system, both of which are being sought under separate RFPs that are currently out. It is expected that the selected respondent for this RFP will work in conjunction with the selected respondent for the telephone and surveillance camera RFPs (if different) to ensure locations and specifications are correct.

Telephony: The City currently utilizes an Avaya IP 400 system that was originally purchased in 2004. The primary PBX is located at the City Hall/Police Department. A secondary Avaya IP 400 PBX is housed at the SPJCC and communicates with the primary system over a dedicated fiber pair. The two other remote locations tie back to the system at City Hall over the City's network. The City is seeking proposals for solutions to replace the City's existing Avaya phone system with a voice over internet protocol (VoIP) based phone system that can be integrated with the City's existing data network so as to provide features that are common with a unified communications system.

TCP/IP Based Surveillance Camera System: The City is also seeking proposals for solutions to replace the City's existing surveillance cameras with an internet protocol (IP) based video surveillance system that can be fully integrated with the City's existing data network so as each of the City's primary facilities have access to video surveillance for local and remote users across the network, including video storage.

3. SCOPE OF SERVICES

3.1. Purpose

The City is seeking proposals for solutions that will fulfill the needs of the City for structured cabling at each of the City's primary facilities in order to support a data network that will not only include traditional data traffic, but voice and video traffic as well.

All four of the City's primary operating facilities have Category 5 and/or Category 6 cabling in place. The City desires that all facilities have Category 6 CMP (plenum-rated) or better for the purpose of supporting a new VoIP phone system and IP based video surveillance system. The respondent will work with the selected vendor for both the phone RFP and the surveillance camera RFP to ensure that specifications and locations for terminations are correct. However, possible renovation of the City Hall/Police Department may necessitate delaying any cable upgrades at that facility.

It is the intent of this RFP that the successful respondent (hereafter, Vendor) will provide a complete end-to-end solution. Working with the Johnson County Department of Technology and Innovation (DTI) and other outside contractors (including the successful telephony vendor and surveillance camera vendor), the Vendor will provide all network and cabling analysis, design, planning, installation, testing and post installation support for the project. If the Vendor utilizes any subcontractors for any part of the network and cabling analysis, design, planning, installation, testing or support, it should be understood that the Vendor will be the sole responsible party for these activities. The City's goal is to establish a relationship with a single point of contact for all activity necessary for the successful implementation and on-going maintenance of the proposed solution.

3.2. Network Assessment, System Design and Installation

The Vendor must familiarize themselves with the City's current data network, cable infrastructure and the goals that the City seeks to achieve in the near future as they relate to technology and facility needs. The Vendor will provide a complete system design for structured cabling at each of the City's facilities that meets the needs of the City based on the knowledge they have gained from the assessment.

Core system servers, switches, and other equipment will be installed in the data equipment room at the City Hall/Police Department. Such equipment for other primary facilities will be installed in a secured data equipment closet at such facility.

The Vendor will coordinate directly with the City's contract IT provider, Johnson County DTI, to plan and configure cable installation in accordance with specifications. The City will facilitate the work between the Vendor and Johnson County DTI.

Installation of cable, outlet jacks, and patch panels, as well as installation and set-up of all ancillary equipment and connectors must be installed, test verified and delivered in operating and ready-to-use condition.

3.3. Vendor Responsibilities

It shall be the responsibility of the selected Vendor to provide the configuration and system quantities to all locations stated herein. The intentional or accidental omission of necessary component(s) or system(s) shall require the selected Vendor to supply said missing component(s) or system(s) at no cost to the City. The City and any parties associated with this RFP are not responsible for any omission, failure to detect any requirement, or any other condition required to complete the Scope of Services. The Vendor will be required:

- 3.3.1. Meet jointly with representatives of the City, Johnson County DTI, the successful vendor of the telephone RFP, and the successful vendor of the surveillance camera RFP to exchange information and agree on details of equipment arrangements, installation interfaces, locations, etc. for a structured cabling project that will ensure the success of the telephone and surveillance camera project.
- 3.3.2. Evaluate and test existing cabling, as may be needed, so as to ensure that it will meet the specifications for the telephone and surveillance camera solutions that are proposed thus avoiding unnecessary re-cabling.

- 3.3.3. Have sufficient resources in order to complete the Scope of Services within the allotted timeframe.
- 3.3.4. Furnish all labor, supervision tooling, and miscellaneous mounting hardware and consumables for the structured cabling system installed at the City's facilities.
- 3.3.5. Furnish, install, and terminate data jacks at each location according to the product and services specifications and as shown on supplied drawings.
- 3.3.6. Abate any existing cabling in each facility, where applicable, and properly dispose of such cable at the Vendor's expense.
- 3.3.7. Install all cable in accordance with the Product and Services Specifications and/or manufacturer's recommendations and best industry practices.
- 3.3.8. Develop and submit for approval a labeling system for the cable installation. At a minimum, the labeling system shall clearly identify all components of the system; racks, cables, panels, and outlets.
- 3.3.9. Test (100%) all cables and termination hardware for defects in installation and to verify cable performance under installed conditions.
- 3.3.10. Install a fire stop system in accordance with the specifications and/or manufacturer's recommendations which shall be completely installed and available for inspection by the local inspection authorities prior to cabling system acceptance.
- 3.3.11. Provide installation, testing, and "As-Built" documentation for the entire cabling installation project.
- 3.3.12. Provide a written guarantee/warranty covering the installed cabling system against defects in workmanship, components, and performance, and follow-up support after project completion for a period of three (3) years.

3.4. Structured Cabling Specifications

These product and service specifications provide the Vendor with the structured cabling requirements for all Category 6 CMP projects requested by the City in this RFP. The intent of the structured cabling specifications is to provide relevant information that allows the Vendor to bid the labor, supervision, tooling, materials, and miscellaneous mounting hardware and consumables to install a complete structured cabling system.

- 3.4.1 The selected Vendor is responsible for proposing any and all items required for a complete structured cabling system even though it may not be identified in the specifications incorporated herein or drawings attached.
- 3.4.2 The successful Vendor shall meet or exceed all requirements for the cabling system described in this RFP and any documents or addendum provided by the City.
- 3.4.3 If, for any reason any RFP attachment documents is in conflict with the details in the specifications herein this RFP, the forgoing written specifications shall take precedence.
- 3.4.4 It is recommended that the Vendor visit each facility to confirm the RFP conditions.

3.5. Applicable Documents for Specification of Materials and Installation

The structured cabling system described within the specifications is derived, in part, from the recommendations in industry standard manuals and documents. The Vendor is responsible for determining and adhering to the most recent release of applicable documents when developing their proposal for the structured cabling installation.

The following list of applicable documents has influence on the desired cabling infrastructure and are incorporated herein by reference.

- 3.5.1 All technical specification and associated drawings provided by the City and the selected vendors for the telephone and surveillance camera systems.
- 3.5.2 Local Building and Fire Codes.
- 3.5.3 Applicable standards set forth by the Telecommunications Industry Association, including but not limited to:
 - a) TIA-568-C.0, Generic Telecom Cabling for Customer Premises.
 - b) TIA-568-C.1, Commercial Building Telecomm. Cabling
 - c) TIA-568-C.2, Balanced Twisted-Pair Telecomm. Cabling and Components
 - d) TIA-569-D, Telecomm. Pathways and Spaces
 - e) TIA-606 B, Administration Standard for Telecomm. Infrastructure
- 3.5.4 Applicable standards set forth by the Institute of Electrical and Electronics Engineers, including but not limited to:
 - a) IEEE 802.3at, Power over Ethernet Plus

3.5.5 National Fire Protection Agency (NFPA) – 70.

3.5.6 International Electrical Code (NEC) – 2012.

If the specifications incorporated herein and any of the aforementioned applicable documents are in conflict with each other, then the more stringent requirement shall apply. All applicable documents listed are, to the best of the City's knowledge, considered to be the most current release of said documents.

3.6. Cabling Infrastructure Requirements

Only Category 6 CMP (plenum-rated) cable will be allowed in all structured cabling systems. The selected Vendor shall adhere to all of the following cabling infrastructure specifications.

The City anticipates the following number of drops for both voice/data and video at each of its primary facilities:

- City Hall/Police Department – 162 voice/data drops and 28 video drops
- SPJCC – 44 voice/data drops and 25 video drops
- PW – 4 voice/data drops and 6 video drops
- MFAC – 10 voice/data drops and 3 video drops

Telephone/Data (Voice/Data) Subsystems – The Voice/Data subsystems will be comprised of Blue Category 6 cable and termination hardware. Horizontal cable shall be terminated on a rack mounted Category 6 patch panel. At the outlet end Category 6 cable shall be terminated to a Blue Category 6 jack. Wall jacks and patch panels should be compatible with the Panduit MiniCom System: No Substitutions. Vendor should note in their proposal if this is expected to significantly increase the cost of installation.

Surveillance Camera (Video) Subsystems – The Video subsystem will be comprised of Orange Category 6 cable and termination hardware. Horizontal cable shall be terminated on a rack mounted Category 6 patch panel. At the outlet end Category 6 cable shall be terminated to an Orange Category 6 jack. Wall jacks and patch panels should be compatible with the Panduit MiniCom System: No Substitutions. Vendor should note in their proposal if this is expected to significantly increase the cost of installation.

Facilities Environment - Each building identified in the RFP has one data closet. All cables will be rack mounted in these closets.

The selected vendor/contractor will abate any existing cable in each building, where applicable, and will properly dispose of such cable at the selected vendor/contractor's expenses.

3.7. Outlet Installation

Cable shall be coiled in the in-wall or surface mount boxes if adequate space is present to house the cable without exceeding the manufacturer's bend radius. In hollow wall installations where box-eliminators are used, excess wire can be stored in the wall.

The cabling for all access points must provide at least a 10 foot service loop with RJ45 plug marked by black electrical tape on ceiling grid for location. No more than 12" of slack will be stored in an in-wall box, modular furniture raceway or insulated walls. Excess slack may be neatly coiled and stored in the ceiling above each drop location when there is not enough space in the outlet box to slack stored cable.

Each cable type shall be terminated as indicated by the following:

- 3.7.1 In order to support the connectivity requirements for voice/data within the specified user work area, data outlets shall be a double data outlet composed of a single gang faceplate with two (2) blue Category 6 cable jacks. Data outlets will contain two (2) Category 6 CPM cables.
- 3.7.2 Data outlets for video shall be a single gang faceplate with one (1) orange Category 6 jack. Data outlets will contain one (1) Category 6 CPM cable.
- 3.7.3 The faceplate for all outlets in finished work areas should be flush mounted to the wall and white in color.
- 3.7.4 Cables shall be dressed and terminated in accordance with the recommendations made in the TIA/EIA-568-B document, the manufacturer's recommendations, voice/data and video vendor specifications and best industry practices.
- 3.7.5 Bend radius of the cable in the termination area shall compliant with TIA-568-C.0, Cable Bend Radius Limits.
- 3.7.6 The cable jacket for the cables shall be maintained as close as possible to the termination point.

3.8. Cable Installation

- 3.8.1 Cable raceways shall not be filled greater than NEC maximum fill for the particular raceway type. TIA-568-C.0 cable installation requirements.

- 3.8.2 Cables shall be installed in continuous lengths from origin to destination with no splices unless specifically addressed in the final design. Where cable splices are allowed, they shall be in accessible locations and housed in an enclosure intended and suitable for the purpose.
- 3.8.3 The cable's minimum bend radius and maximum pulling tension shall not be exceeded.
- 3.8.4 If a J-hook or trapeze system is used to support cable bundles, all horizontal cables shall be supported at a maximum of four-foot intervals. At no point shall cables rest on acoustic ceiling grids or panels. Hooks should be sized such that initial fill does not exceed the lesser of the manufacturer's recommendations for initial fill for Category 6, or 70% of manufacturer's recommended maximum fill for Category 6. All hardware installed above ceiling shall be appropriate for plenum spaces.
- 3.8.5 Horizontal distribution cable shall be bundled in groups of, no more than, forty (40) cables as cable bundles in excess of forty (40) cables may cause deformation of the bottom cables within the bundle. Bundles shall be combed and neatly dressed. Velcro straps shall be used to bind and secure bundles.
- 3.8.6 Cable shall be installed above fire-sprinklers and/or systems and shall not be attached to the fire-sprinkler system and/or any ancillary equipment or hardware of same. The cabling system and support hardware shall be installed so that it does not obscure any valves, fire alarm conduit, boxes, or other control devices.
- 3.8.5 Cables shall not be attached to ceiling girds or lighting support wires. Where lightweight supports for drop cable legs are required, the selected vendor/contractor shall install clips and/or wire to support the cabling.
- 3.8.6 Any cable damaged or exceeding recommended installation parameters during installation shall be replaced by the Vendor prior to final acceptance at no cost to the City.
- 3.8.7 A self-adhesive label in accordance with the System Documentation as agreed to by the City shall identify all installed cables. The cable label shall be applied to the cable behind the cover plate, and within 12" of the patch panel, on a section of cable that can be accessed by removing the cover plate, and at the patch panel, and to the patch cables in the in data closet. In essence, the cable is labeled on both ends as well as the patch cables and patch panel.

- 3.8.8 The cable shall be installed so that there are no bends less than four times the cables outside diameter (4 X cable O.D.) at any point in the run and at the termination field.
- 3.8.9 Pulling tension on cables shall not exceed 25-pounds for a single cable bundle.
- 3.8.10 Total cable length from the equipment room to the wall plate shall not exceed 90m/295 feet.
- 3.8.11 Vendor should be prepared to supply additional racks as necessary. Proposed racks shall be two-post.

3.9. Termination Installation

- 3.9.1 Cables shall be dressed and terminated in accordance with the recommendation made in the TIA/EIA-568-B standard, manufacturer's recommendations, and/or best industry practices.
- 3.9.2 Bend radius of the cable in the termination area shall not exceed 4 times the outside diameter of the cable.
- 3.9.3 Cables shall be neatly bundled and dressed to their respective panels or blocks. Each panel or block shall be fed by an individual bundle separated and dressed back to the point of the cable entrance into the rack of frame.
- 3.9.4 The cable jacket shall be maintained as close to as possible to the termination point.
- 3.9.5 Each cable shall be clearly labeled on the cable jacket behind the patch panel at a location that can be viewed without removing the bundle support ties. Cables within the bundle, where the label is obscured from view, will not be accepted.

3.10. Cable System Testing

All cables and termination hardware shall be 100% tested by the Vendor for defects in installation and to verify cable performance under installed conditions. All conductors of each installed cable shall be verified useable by the Vendor prior to the system acceptance. Any defect in the cabling installation including, but not limited to cable, connectors, feed through couplers, patch panels, and connector blocks shall be repaired or replaced in order to ensure 100% usable conductors in all cables installed.

- 3.10.1 All cables shall be tested in accordance with the specifications contained herein and/or best industry standards and practices.
- 3.10.2 If any of these specifications are in conflict, the selected Vendor shall be responsible to bring any discrepancies to the attention of the City for clarification and/or resolution.
- 3.10.3 Copper – Each cable shall be tested for continuity on all pairs and/or conductors. Twisted-Pair data cables shall be tested for continuity, pair reversals, shorts, and opens using a continuity type test set. Twisted-Pair data cables shall be tested for all of the above requirements, plus tests that indicate installed cable performance. These data cables shall be tested using a Class II cable analyzer.
- 3.10.4 Continuity – Each pair of each installed cable shall be tested using a continuity test set that shows opens, polarity and pair-reversals. Shields/screened cables shall be tested with a device that verifies shield continuity in addition to the above stated tests. The test shall be recorded as pass/fail as indicated by the test set in accordance with the manufactures recommended procedures, and referenced to the appropriate cable identification number and circuit or pair number. Any faults in the wiring shall be corrected and the cable re-tested prior to final acceptance.
- 3.10.5 Length – Each installed cable shall be tested for installed length using a TDR type device. The cables shall be tested from patch panel, block to block, patch panel to outlet as appropriate. The cable length from data closet to wall plate shall not exceed 90m/295 ft. Cable lengths shall be recorded, referencing the cable identification number and circuit or pair number.
- 3.10.6 Performance Verification –Category 6 cable shall be performance verified using an automated test set. This set shall be capable of testing for the continuity and length parameters as defined above, and provide results for the following test: Near End Cross Talk (NEXT) Attenuation Ambient Noise Attenuation to Cross-Talk Ratio (ACR). Test results shall be automatically evaluated by the equipment, using the most up-to-date criteria from the TIA/EIA-568-C.2 Standard, and the results shown as pass/fail. Test results shall be printed directly from the test unit or form a download file using an application from the test equipment manufacturer. The printed test results shall include all test performed, the expected test results and the actual test results achieved.
- 3.10.7 Testing Documentation – Two (2) copies of test documentation for each city facility shall be provided in three-ring binders according to the final system documentation specifications, within three (3) weeks after completing the structured cabling project.

- 3.10.7.1 The binder(s) shall be clearly marked on the front cover and spine with the words "Test Results", Project Name, Facility, and Completion Date (month and year).
- 3.10.7.2 The binders shall have tab sections for the type of test performed: scanner test results Category 6, fiber optic attenuation test results, and continuity test results.
- 3.10.7.3 The test equipment by name, manufacturer, model number and last calibration date will also be provided at the end of the binder(s). Unless a more frequent calibration cycle is specified by the manufacturer, an annual calibration cycle is anticipated on all test equipment used for this installation.
- 3.10.7.4 The testing documentation shall detail the test method (s) used and the specific settings of the equipment during the test(s). When repairs and re-test are performed, the problem found and corrective action taken shall be noted, and both the failed and passed test data shall be co-located in the binder(s).
- 3.10.7.5 All testing results shall be printed on 8-1/2" X 11" paper. Hand written test results will NOT be accepted.
- 3.10.7.6 Vendor shall also provide a copy of the test results in an electronic form.

3.11. Fire Stop Systems

A fire stop system is comprised of: the item or items penetrating the fire rated structure; the opening in the structure and the materials and assembly of the materials used to seal the penetrated structure. Fire stop systems comprise an effective block for fire, heat, vapor and pressurized water stream.

- 3.11.1 All penetrations through fire rated building structures (walls and floors) shall be sealed with an appropriate fire stop system. This requirement applies to through penetrations (complete penetration) and membrane penetrations (through one side of a hollow fire rated structure).
- 3.11.2 Any penetrating items i.e. riser slots and sleeves, cables, conduit, cable tray and raceways, etc. shall be properly fire stopped.
- 3.11.3 Fire stop systems shall be UL Classified to ASTM E814 (UL 1479) and shall be approved by a qualified professional engineer (PE) licensed in the state of Kansas. A drawing showing the proposed fire stopped system,

stamped/embossed by the PE shall be provided to the City prior to installing the fire stop system(s).

- 3.11.4 All fire stop systems shall be installed in accordance with the manufacturer's recommendations and shall be completely installed and available for inspection by the local inspection authorities prior to cabling system acceptance.

3.12. Documentation

The following sections describe the minimum installation, administration, testing and as-built documentation required from and/or maintained by the selected vendor/contractor during the course of the entire cabling installation project.

- 3.12.1 Cabling System Labeling - The Vendor shall develop and submit for approval by the City a labeling system for the cable installation. The City will negotiate an appropriate labeling scheme with the selected vendor. At a minimum, the labeling system shall clearly identify all components of the system: rack, cables, panels, and outlets.

The labeling system shall designate the cables origin and destination and a unique identifier for the cable within the system. Racks and patch panels shall be labeled to identify the location within the cabling system infrastructure and as follows:

- 3.12.1.1 Provide "label" for each jack: Room Number. – Plate ID – X
Where "X" denotes numerical sequence in each room as noted on "As-Built" diagrams, section XX.XX.XX.
- 3.12.1.2 Furnish, install, terminate and label Cross-Connect Patch Panel (Jack Field) at Main Data Label for each "Room" Horizontal Subsystem circuit number to match labels.
- 3.12.1.3 Provide location and labeling plan in frame with clear plastic cover in each data closet, where applicable.
- 3.12.1.4 All labeling information shall be recorded on the "As-Built" diagrams and all test documents shall reflect the appropriate labeling scheme.
- 3.12.1.5 All label printing will be machine generated using indelible ink ribbons or cartridge.

- 3.12.1.6 Self-laminating labels will be used on cable jacks, appropriately sized to the OD of the cable, and placed within view at the termination point on each end.
 - 3.12.1.7 Each cable shall be clearly labeled on the cable jacket behind the patch panel at a location that can be viewed without removing the bundle support ties.
 - 3.12.1.8 Each outlet shall be labeled on the space provided on the faceplate.
- 3.12.2 New patch panels will be labeled with a single letter. The first patch panel will be labeled "A". The next panel will be labeled "B", then "C", etc. It does not matter how many ports area on the patch panel being labeled – each will get a unique alphabetical designation. Mechanically printed labels with a minimum letter height of ½", black printing on white background will be attached to the left and the right side of the panel at the mid line. No other labeling is required or allowed in the data closet.

At the workspace, a similar produced, smaller label (letter height of 3/16" to ¼") will be attached to the wall plate either above or to the side, and adjacent to, the data jack being marked. The data jacks will be labeled "OAL, "OA2", etc, corresponding to the data closet/patch-panel/port it is terminated to, up to the maximum number of that panel. For example, "1B10" is data closet 1, panel B, port 10. No other external markings are required or allowed.

3.13. As-Built Diagram(s)

The City shall provide the Vendor with blueprints and/or drawings at the start of the proposed project. One (1) set of said blueprints and/or drawings will be designated as the "master set" and kept at a designated location with the City for documenting all As-Built information as it occurs during project configuration and installation.

- 3.13.1 The master set will be maintained by the Vendor's supervisor on a daily basis and will be available to the City upon request during the course of the project.
- 3.13.2 The Vendor shall add (mark-up) any changes and/or deviations from the original master set to the "As-Built" diagrams as needed. The marked-up master set will accurately depict the "As-Built" status of the system including termination locations, cable routing, and all administration labeling for the cabling system.

3.13.3 The Vendor shall provide the master set and “As Built” diagram(s) to the City at the conclusion of the project. These said “As-Built” diagram(s) will be submitted to the City in both paper and electronic form, preferably Microsoft Visio.

3.13.4 The City shall require a narrative that describes any areas of difficulty encountered by the Vendor during the installation that may potentially cause further problems with the cabling system.

3.14. Warranty Documentation

The Vendor must furnish the City written warranty documentation. The warranty documentation shall include cable and connectivity components and have one (1) point of contact for any/all structured cabling system issues, where applicable.

3.14.1 The warranty shall cover the installed structure cabling system against defects in workmanship, components, and performance, and follow-on support after the project completion for a period of three (3) years from the date of the system installation acceptance by the City.

3.14.2 The warranty shall cover all labor and materials necessary to correct any/all failed portion(s) of the structured cabling system and to demonstrate performance within the original installation specifications after repairs are accomplished.

3.14.3. The selected vendor/contractor shall provide said structured cabling system warranty at no additional cost(s) to the City.

3.15. Abatement of Abandon Cabling

The City does not intend to tag abandon phone, data, or video cabling at City Hall/Police Department or SPJCC for reuse. The Vendor will remove the accessible portion of abandon phone and data cabling as required by the International Electrical Code. Preserve or re-run certain phone lines identified by the City to be retained for fax and fire panel communications. Sever abandoned cable on both sides of any existing fire-stopping application to retain existing fire rating and protection. Abandoned faceplates shall be replaced with blank faceplates. And, Vendor will provide legal disposal of removed materials.

3.16. Project Management

Vendor is expected to provide a project manager for this installation that will interface and become the main contact with the City for the duration of the project. This project manager

will be assigned to the City throughout the life of the project. The City reserves the right to request a change in project management based on performance.

3.17. Site Security and Background Check

The City Hall/Police Department is a secured facility. As such, personnel working in this facility need to have a background check performed prior to beginning work, and will have to be fingerprinted and photographed. The Vendor needs to be aware of this requirement, and will have to acknowledge that it is prepared to comply with this requirement.

3.18. Transition Plan

The City expects the installation of the new system to have little to no impact on existing operations. Vendor is expected to have experience in this area and to provide the City with a plan to accomplish this.

3.19. Site Restoration

The Vendor will remove all waste, rubbish and trash on a daily basis. Materials, tools and equipment will be neatly stored at the end of each day so as to not be in the way of those that may use the facility.

3.20. Indemnity and Required Insurance

The Vendor shall indemnify and hold harmless the City, its officers and employees from any and all liability, loss or damage, including attorney fees and costs of defenses, the City may suffer as a result of claims, demands, suits, actions or proceedings of any kind or nature, including worker's compensation claims, in any way resulting from or arising out of the operations of the Vendor under this contract; and, at his own expense, appear, defend, and pay all fees of attorneys and all costs and other expenses arising therefrom or incurred in any such action, the respondent shall, at his own expense, satisfy and discharge same.

Furthermore, the Vendor shall maintain insurance coverage in the following amounts:

<u>Type of Insurance</u>	<u>Limit/Ea. Occurrence</u>	<u>Limit/Aggregate</u>
General Liability		
• Bodily Injury	\$1,000,000	\$2,000,000
• Property Damage	\$1,000,000	\$2,000,000
• Contractual Insurance	\$1,000,000	\$2,000,000
Professional Liability	\$3,000,000	\$3,000,000

Automobile Liability		
• Bodily Injury	\$1,000,000	\$1,000,000
• Property Damage	\$1,000,000	\$1,000,000
Worker's Compensation		
• Employee Claims	Statutory for Kansas	
• Employer's Liability	\$1,000,000 per accident	
	\$1,000,000 disease – policy limit	
	\$1,000,000 disease – each employee	

Workers' Compensation policies should include a "Waiver of Subrogation" in favor of the City of Mission.

All insurance carriers should carry a minimum rating of A- X (rated by A.M. Best).

Vehicles, equipment and property used by the Vendor shall be the property of the Vendor and insured as such. The City of Mission will not be responsible for any damage that may occur to such items.

4. SUBMITTAL REQUIREMENTS AND TIMELINE

4.1. Submission of Response

Vendors desiring to submit a response to this RFP shall **submit four (4) hard copies and one (1) digital copy of their proposal to the City Clerk's Office by no later than 5:00 p.m.(CT), Friday, February 23, 2018.** Submission should be in a sealed envelope clearly marked "Video Surveillance System" and addressed to:

City Clerk
City of Mission
6090 Woodson St.
Mission, KS 66202

Submissions received after the date and time stated in this RFP shall not be considered. Any submissions received after the deadline shall be returned unopened providing the entity submitting the response is identified on the response envelope.

4.2. Submission Timeline

The following is a list of key dates for consideration of proposals:

Event	Date
Issuance of RFP	Wednesday, January 17, 2018
Pre-Submittal Meeting	Thursday, February 1, 2018
Last Day for Issuance of Addenda	Friday, February 16, 2018
Due Date for Submittals	Friday, February 23, 2018
Initial Review of Submittals	Monday, February 26, 2018
Interviews (if needed)	Monday, March 5, 2018
Selection of Vendor and Finalize Contract	Monday, March 12, 2018
City Council Consideration	Wednesday, April 4, 2018
Notice to Proceed Issued	Monday, April 23, 2018

4.3. Mandatory Pre-Submittal Meeting

Vendors interested in responding to this RFP must attend a mandatory **pre-submittal meeting to be held at 10:00 am Thursday, February 1, 2018** at the Mission City Hall – 6090 Woodson, Mission, Kansas 66202.

The purpose of the meeting is to visit and observe the conditions at the City Hall/Police Department and the other primary facilities of the City. This will also be an occasion to ask questions regarding any aspect of the City's operations, the telephony and/or network environment, and the RFP itself. Attendance at this meeting will place the City on notice of the Vendor's interest and guarantee that Vendors will receive any future addenda.

Questions and answers will be recorded at the meeting and sent to all participants within three (3) days after the meeting.

4.4. Contents of Submittals

To be considered for selection, proposals shall be (1) clear and concise, (2) responsive to all RFP requirements, and (3) presented in the form of a written report with the following subheadings clearly marked:

1. Cover Letter
2. Experience of the Firm
3. Project Team Organization
4. References
5. Project Approach
6. Appendix D – Completed Pricing Matrix
7. Appendix E – Acknowledgement of Addenda

4.4.1. Cover Letter (Limit One (1) Page)

Submit a cover letter signed by an individual authorized to obligate the Vendor to fulfill the commitments contained in the proposal. The letter must include the following: (1) a contact for all communication pertaining to the proposal (including name, position, address, direct phone number and email); (2) a statement of the Vendor understanding of the scope of services to be provided and overall ability and qualifications to successfully fulfill the scope of services; and (3) acknowledgment by the Vendor that it meets all requirements for award of a contract.

4.4.2. Experience of the Vendor / Statement of Qualifications (Limit Two (2) Pages)

Provide a brief description of the Vendor including length of time in business, services provided, and any certifications and/or affiliations that may be relevant. Provide sufficient information in the proposal for the selection committee to evaluate the ability and experience of the respondent to successfully fulfill complete the scope of services.

4.4.3. Project Team Organization (Limit Two (2) Pages)

Describe the Vendor team that is being proposed for the project. In particular, describe how the proposed team will be organized to provide the requested scope of services. If any sub-consultants are proposed, indicate who these are and if they have a track record of successful projects with the Vendor. Provide experience (years) and licenses or certifications of the installers that will be assigned to this project.

4.4.4. References (Limit Two (2) Pages)

List the most significant projects (maximum of 5) performed in the last five years that are similar to the project described in this RFP. State, local, and educational entities located within the Kansas City area are highly preferred.

Indicate the date, scope of services, and total cost of the projects; and the name and telephone number of the principal client contact. The City reserves the right to contact the clients listed to perform reference checks.

4.4.5. Project Approach (Limit Four (4) Pages)

Provide a detailed description of the solution (including equipment, services, methodology for implementation, and on-going support) that the Vendor proposes to fulfill the scope of services as outlined in this RFP.

4.4.6. Appendix D – Response to Pricing Matrix

Vendors should include in their proposal a response to the Pricing Matrix as found in Appendix D of this RFP.

The City of Mission is exempt from paying any and all sales tax or use tax. The City will provide a project tax exemption certificate issued by the Kansas Department of Revenue to the successful Vendor for the purpose of purchasing any equipment, supplies or labor associated with this project.

4.4.7. Appendix E – Acknowledgement of Addenda

Vendor should complete and sign Acknowledgement of Addenda as found in Appendix G of this RFP acknowledging receipt of any and all addenda sent by the City.

4.5. Questions and Addenda

Questions regarding this RFP may be addressed to:

Brian Scott
Assistant City Administrator/Finance Director
6090 Woodson
Mission, KS 66202
bscott@missionks.org

Questions must be submitted in writing.

Any addenda will be sent to all that attend the mandatory pre-submittal. Addenda will also be posted on the City's website.

The last date for addenda to be issued will be Friday, February 16, 2018, except for an addendum extending the date of submission or withdrawing the RFP.

4.6. General Requirements and Stipulations with Submission

The City reserves the right to reject any or all submissions and to waive any minor informality, technicality or irregularity in any submission.

All responses, and related reference information, submitted in response to this RFP will become the property of the City and will not be returned. Each vendor submitting a response waives any right of confidentiality as to the response documents. If a vendor submitting a response considers certain material in the response proprietary information, it shall clearly designate those portions of the response it wishes to remain confidential. As a public entity, the City is subject to making records available for public disclosure. The City will attempt to

maintain confidentiality of material marked proprietary; however it cannot guarantee that information will not be made public.

The City reserves the right to (1) accept or reject any and all submissions and to waive any technicalities or irregularities involving any submission and to cancel the RFP process at any time prior to entering into an agreement, (2) not award a contract for any or all of the services that are the subject of this RFP process, (3) negotiate contract terms acceptable to the City with the Vendor and (4) disregard all nonconforming, non-responsive or conditional submissions.

During the evaluation process, the City reserves the right to request additional information or clarifications from those respondents submitting proposals and to allow for corrections of errors and/or omissions.

Submission of a proposal indicates acceptance by the Vendor submitting the proposal of the terms, conditions and specifications contained in this RFP to include any contract requirements set forth herein.

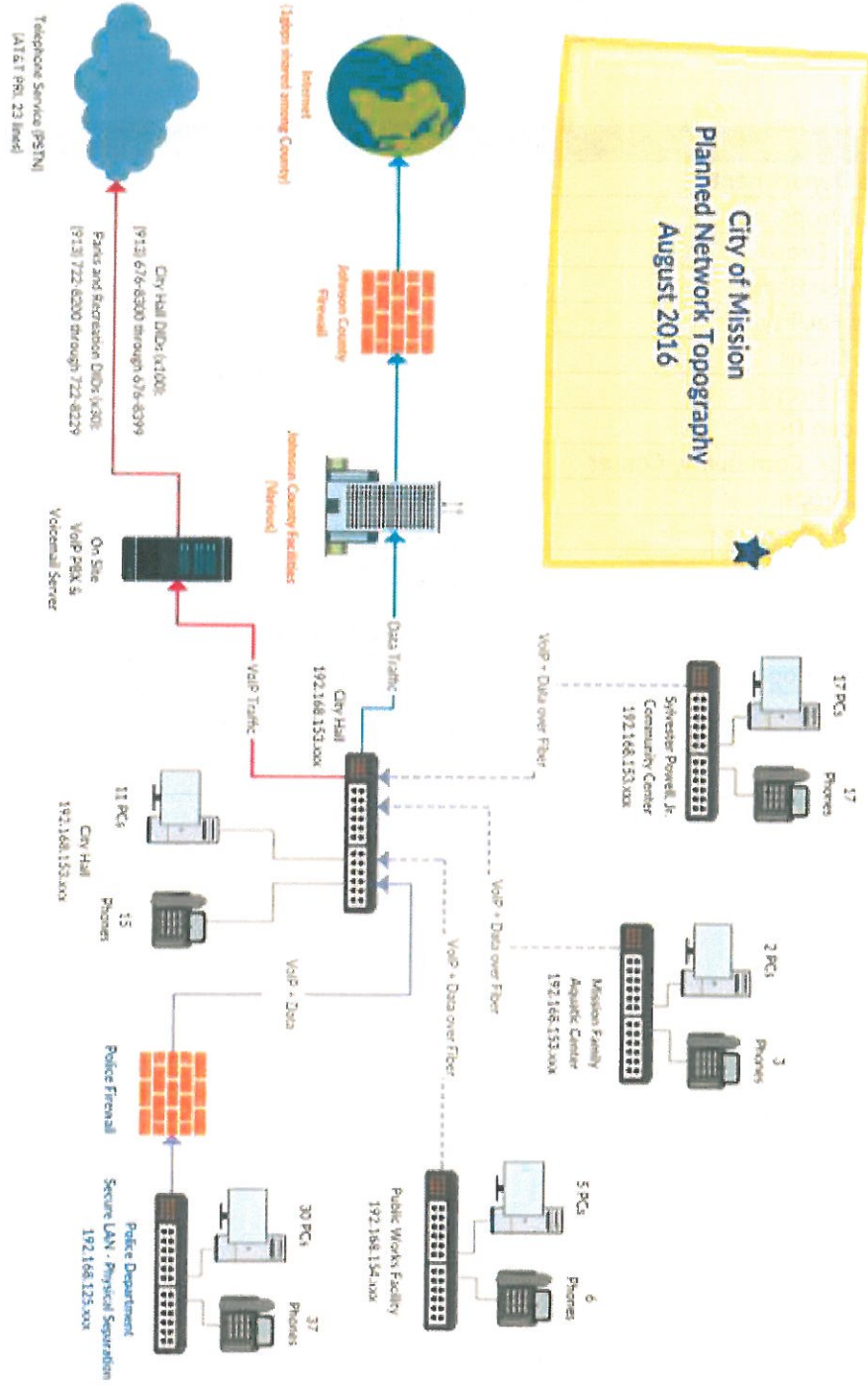
The City will not pay for any information herein requested, nor is it liable for any costs incurred by those vendors submitting proposals. The City reserves the right to select the submission that will best meet the needs of the City. Submissions that do not meet the stated requirements will be considered in non-compliance and will be disqualified unless the City waives such non-compliance.

No submission may be withdrawn for a period of ninety (90) days from the date set for the opening thereof.

By submission of a response, each respondent submitting a proposal certifies and acknowledges that:

- a. It has not paid nor agreed to pay any person, other than a bona fide employee, a fee or brokerage fee resulting from the award of the RFP.
- b. The City may, by written notice to the Vendor submitting the response, reject the RFP or cancel any award under this RFP if it is found by the City that gratuities, in the form of entertainment, gifts or otherwise were offered or given to any representative of the City with a view toward securing an agreement or other favorable treatment with respect to this RFP or the entity submitting the response participated on collusion with another entity to restrain or eliminate competition.
- c. The contents of this RFP and any clarifications distributed or issued by the City shall become part of the contractual obligation and incorporated by reference into the ensuing contracts as the City deems appropriate.

Appendix A – Mission’s Current Telephony/Network Environment



Appendix B – Voice/Data and Video Drop Quantity

The following table indicates the quantity of voice/data drops and indoor and outdoor camera drops proposed for each City facility. Appendix C indicates the proposed locations that the City is considering for drops at each facility. Both of these appendices are to serve as a basis for the development of proposals. Actual camera locations and specifications will be finalized as part of the contract award.

City Facility	Quantity
City Hall/Police Department	
Voice/Data Drops	162 Green/Gold Arrows
Indoor Video Drops	23 Purple Arrows
Outdoor Video Drops	5 Purple Arrows
Mission Aquatic Facility	
Voice/Data Drops	10 Red Arrows
Indoor Video Drops	0 Purple Arrows
Outdoor Video Drops	3 Purple Arrows
Sylvester Powell Jr. Community Center	
Voice Data Drops	44 Red Arrows
Indoor Video Drops	21 Purple Arrows
Outdoor Video Drops	4 Purple Arrows
Public Works Facility	
Voice Data Drops	4 Red Arrows
Indoor Video Drops	2 Purple Arrows
Outdoor Video Drops	4 Purple Arrows
TOTAL	
	282

Appendix C – Data Drops for Both Voice/Data and Video

See attached floor plans for the following facilities:







- City Hall/Police Department
- Mission Family Aquatic Center (MFAC)
- Sylvester Powell Jr. Community Center (SPJCC)
- Public Works Facility (PW)

Each floor plan shows the proposed locations for drops for both data/phone (either in green or gold or red arrows) and for video (in purple arrows).

CITY HALL, 6090 WOODSON



LEGEND

-  Provide one wall jack for CAT6 cabling for data. Color indicates hard-wire color and switch termination; See bid documents for color reference.
-  Provide # number of wall jacks for CAT6 cabling for data. See wall plate and outlet boxes as necessary. Color indicates hard-wire color and switch termination; See bid documents for color reference.
-  Provide standard IP phone.
-  Provide receptionist IP phone configuration.
-  Provide lobby / courtesy IP phone with limited functionality.
-  Provide cordless-type IP phone and base station; locate base station at room position.













FLOOR PLAN
1/2" = 1'-0"



UPPER FLOOR PLAN - POLICE DEPARTMENT
1/2" = 1'-0" REV. 10

UNDESIGNED AND UNANNOTATED
1. ALL ROOMS AND WALLS TO BE REMOVED OR RELOCATED ARE SHOWN WITH A DASHED LINE.
2. ALL ROOMS TO BE REMOVED OR RELOCATED ARE SHOWN WITH A DASHED LINE.
3. ALL ROOMS TO BE REMOVED OR RELOCATED ARE SHOWN WITH A DASHED LINE.
4. PROVIDE JACKS INDICATED AT ALL RELOCATION LOCATIONS.
5. SEE SPECIFICATIONS.

FLOOR PLAN LEGEND

-  REMOVED WALL
-  FLOOR PLAN ROOM
-  OPEN WALL
-  RELOCATION TERMINATION
-  WALL BRIDGE
-  CORNER ROOM
-  CORNER ROOM
-  RELOCATION TYPE NOTE
-  JUNCTION TYPE
-  ROOM WALL
-  ROOM WALL
-  ROOM WALL
-  ROOM WALL

A9
REV. 10
DATE: 12/15/10

City Hall & Public Works Evacuation Routes



322 ft wide

Write a description for your map.



Lot Overview

AXIS P1425

Horiz. FoV = 60 deg

Min res. 10 px/foot

Range ind. 40 px/foot

Tilt: 19.2 deg. down

Entry Focus

AXIS Q1765-LE

Horiz. FoV = 11 deg

Min res. 87 px/foot

Range ind. 100 px/foot

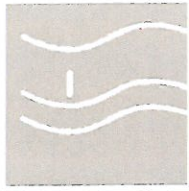
Tilt: 6.6 deg. down

40 ft



Legend





MISSION AQUATIC CENTER
 5930 W. 61st Street, Mission, Kansas 66202

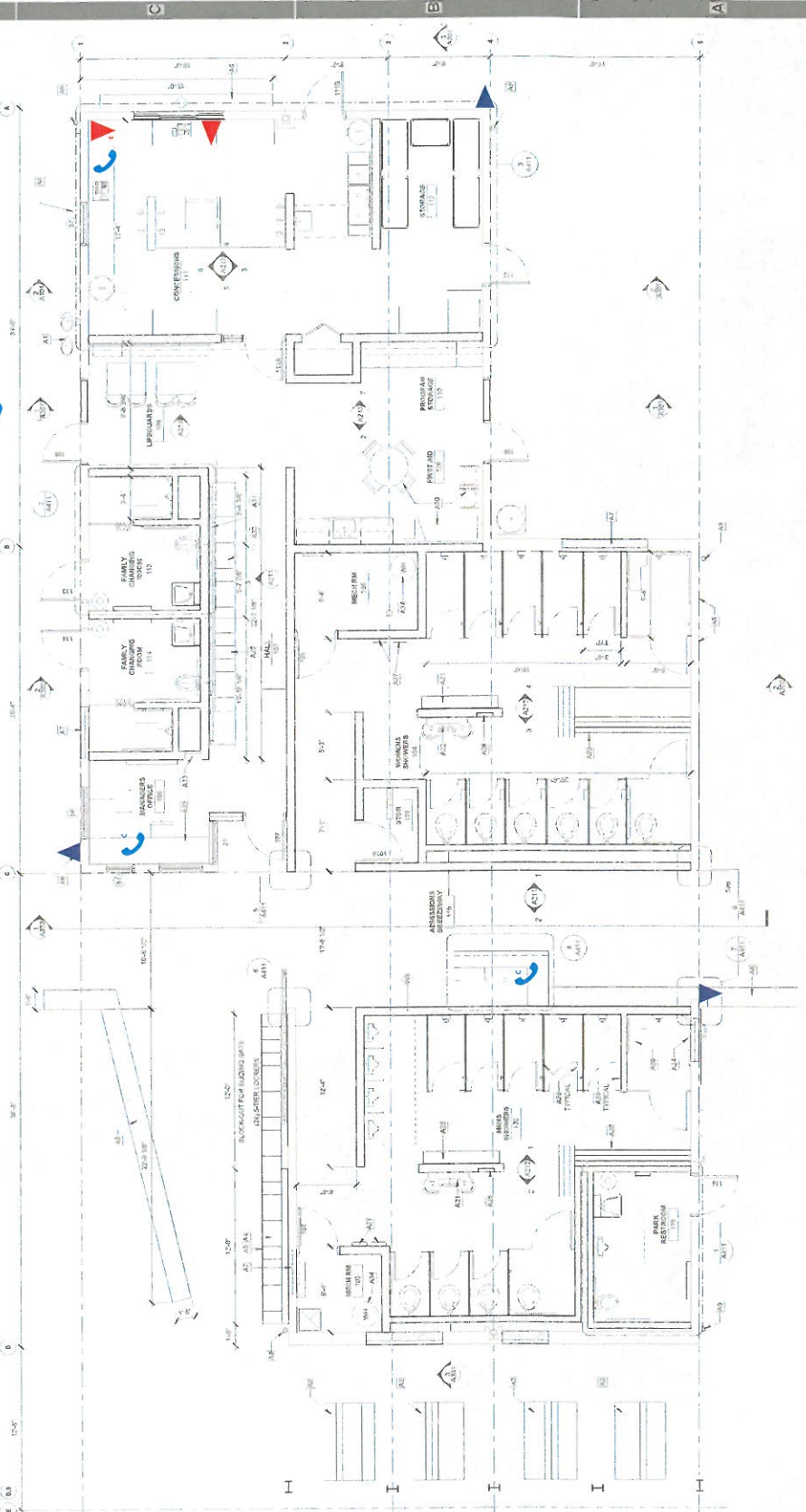
CITY OF MISSION, KANSAS
 5930 W. 61st Street, Mission, Kansas 66202

PROJECT NO. 1007
 DATE 08/21/2011
 DRAWN BY: [Name]
 CHECKED BY: [Name]
 APPROVED BY: [Name]

FLOOR PLAN -
 BATH HOUSE
 A111

1 KEVD NOTES - FLOOR PLAN - BATH HOUSE
 2 KEVD NOTES - FLOOR PLAN - BATH HOUSE
 3 KEVD NOTES - FLOOR PLAN - BATH HOUSE
 4 KEVD NOTES - FLOOR PLAN - BATH HOUSE
 5 KEVD NOTES - FLOOR PLAN - BATH HOUSE

- LEGEND**
- ▲ Provide one wall lock for CBT & cabinet w/ lock.
 - ▲ Call indicates hardware color per finish termination. See bid documents for color reference.
 - ▲ Provide # number of wall jets for CBT cabinet for data. See, judge and outlet keep as necessary.
 - ▲ Call indicates hardware for bid finish termination. See bid documents for color reference.
 - ▲ Provide vanity IP phone.
 - ▲ Provide restrooms per phone configuration.
 - ▲ Provide lobby / courtesy phone with hand held microphone.
 - ▲ Provide conference phone and base station for use later station at loan permit.
- 1 KEVD NOTES - FLOOR PLAN - BATH HOUSE:**
- A1 DUAL HEIGHT ACCESSIBLE DRINKING FOUNTAINS STAINLESS.
 - A2 OUTDOOR FURNITURE BY OWNER.
 - A3 CAST-IN-PLACE CONCRETE CURB BELOW LOCKERS, TOP OF LOCKERS AT 4" ABOVE DECK ELEVATION.
 - A4 CURB AT 4" ABOVE DECK ELEVATION.
 - A5 PROVIDE SLOPED TOP FOR LOCKERS TO DRAIN TO BACK OF LOCKER AND MASONRY WALL. FINISH BETWEEN BACK OF LOCKER AND MASONRY WALL.
 - A6 INFILL DRINKING MASONRY OPENING ON INTERIOR AND EXTERIOR INTERIOR INFILL SHALL BE 12" DEEP FROM EXTERIOR FACE OF MASONRY. INFILL SHALL BE RECESSED 1/2" FROM EXTERIOR FACE OF MASONRY.
 - A7 INFILL EXISTING OPENING WITH SALVAGED MASONRY.
- 2 KEVD NOTES - FLOOR PLAN - BATH HOUSE:**
- A8 CAST-IN-PLACE CONCRETE SEAT WALL WITH CHAMFERED NEW DOWNSCOURT TO THE INTO STORM SEWER. REFERENCE TO: CHILL.
 - A9 ALUMINUM BENCHES AND CHAIRS TO FLOOR.
 - A10 FURNITURE, BY OWNER.
 - A11 MARKER BOARD ABOVE COUNTER TOP, REFERENCE TO: SOLID SURFACE COUNTER TOP, WHERE NOT SUPPORTED BY BASE CABINETS. PROVIDE PAINTED STEEL SUPPORTS AT 2" C.T. MAX.
 - A12 SOLID SURFACE COUNTER TOP, REFERENCE TO: SOLID SURFACE COUNTER TOP, WHERE NOT SUPPORTED BY BASE CABINETS. PROVIDE PAINTED STEEL SUPPORTS AT 2" C.T. MAX.
 - A13 WATER HEATER. REFERENCE MEP.
 - A14 ACCESSIBLE FOUNTAIN SHOWERS SEAT, REFERENCE TO: SPECIFICATIONS.
 - A15 ACCESSIBLE FOUNTAIN SHOWERS SEAT, REFERENCE TO: SPECIFICATIONS.
 - A16 SHOWER STALL PARTITION. REFERENCE TO: SPECIFICATIONS.
 - A17 ELECTRIC HAND DRYER. REFERENCE TO: MEP.
- 3 KEVD NOTES - FLOOR PLAN - BATH HOUSE:**
- A18 RECESSED COMBINATION UNIT, PAPER, TOWELS AND WASTE. LOCKERS BELOW SOLID SURFACE COUNTER TOP.
 - A19 REFER TO: SPECIFICATIONS.
 - A20 FURNITURE, BY OWNER.
 - A21 MARKER BOARD ABOVE COUNTER TOP, REFERENCE TO: SOLID SURFACE COUNTER TOP, WHERE NOT SUPPORTED BY BASE CABINETS. PROVIDE PAINTED STEEL SUPPORTS AT 2" C.T. MAX.
 - A22 SOLID SURFACE COUNTER TOP, REFERENCE TO: SOLID SURFACE COUNTER TOP, WHERE NOT SUPPORTED BY BASE CABINETS. PROVIDE PAINTED STEEL SUPPORTS AT 2" C.T. MAX.
 - A23 WATER HEATER. REFERENCE MEP.
 - A24 ACCESSIBLE FOUNTAIN SHOWERS SEAT, REFERENCE TO: SPECIFICATIONS.
 - A25 ACCESSIBLE FOUNTAIN SHOWERS SEAT, REFERENCE TO: SPECIFICATIONS.
- 4 KEVD NOTES - FLOOR PLAN - BATH HOUSE:**
- A26 RECESSED COMBINATION UNIT, PAPER, TOWELS AND WASTE. LOCKERS BELOW SOLID SURFACE COUNTER TOP.
 - A27 REFER TO: SPECIFICATIONS.
 - A28 FURNITURE, BY OWNER.
 - A29 MARKER BOARD ABOVE COUNTER TOP, REFERENCE TO: SOLID SURFACE COUNTER TOP, WHERE NOT SUPPORTED BY BASE CABINETS. PROVIDE PAINTED STEEL SUPPORTS AT 2" C.T. MAX.
 - A30 SOLID SURFACE COUNTER TOP, REFERENCE TO: SOLID SURFACE COUNTER TOP, WHERE NOT SUPPORTED BY BASE CABINETS. PROVIDE PAINTED STEEL SUPPORTS AT 2" C.T. MAX.
 - A31 WATER HEATER. REFERENCE MEP.
 - A32 ACCESSIBLE FOUNTAIN SHOWERS SEAT, REFERENCE TO: SPECIFICATIONS.
 - A33 ACCESSIBLE FOUNTAIN SHOWERS SEAT, REFERENCE TO: SPECIFICATIONS.
 - A34 SHOWER STALL PARTITION. REFERENCE TO: SPECIFICATIONS.
 - A35 ELECTRIC HAND DRYER. REFERENCE TO: MEP.
- 5 KEVD NOTES - FLOOR PLAN - BATH HOUSE:**
- A36 RECESSED COMBINATION UNIT, PAPER, TOWELS AND WASTE. LOCKERS BELOW SOLID SURFACE COUNTER TOP.
 - A37 REFER TO: SPECIFICATIONS.
 - A38 FURNITURE, BY OWNER.
 - A39 MARKER BOARD ABOVE COUNTER TOP, REFERENCE TO: SOLID SURFACE COUNTER TOP, WHERE NOT SUPPORTED BY BASE CABINETS. PROVIDE PAINTED STEEL SUPPORTS AT 2" C.T. MAX.
 - A40 SOLID SURFACE COUNTER TOP, REFERENCE TO: SOLID SURFACE COUNTER TOP, WHERE NOT SUPPORTED BY BASE CABINETS. PROVIDE PAINTED STEEL SUPPORTS AT 2" C.T. MAX.
 - A41 WATER HEATER. REFERENCE MEP.
 - A42 ACCESSIBLE FOUNTAIN SHOWERS SEAT, REFERENCE TO: SPECIFICATIONS.
 - A43 ACCESSIBLE FOUNTAIN SHOWERS SEAT, REFERENCE TO: SPECIFICATIONS.
 - A44 SHOWER STALL PARTITION. REFERENCE TO: SPECIFICATIONS.
 - A45 ELECTRIC HAND DRYER. REFERENCE TO: MEP.



FLOOR PLAN
 1/4" = 1'-0"

Untitled_Map

Legend

Mission City Hall

90 ft



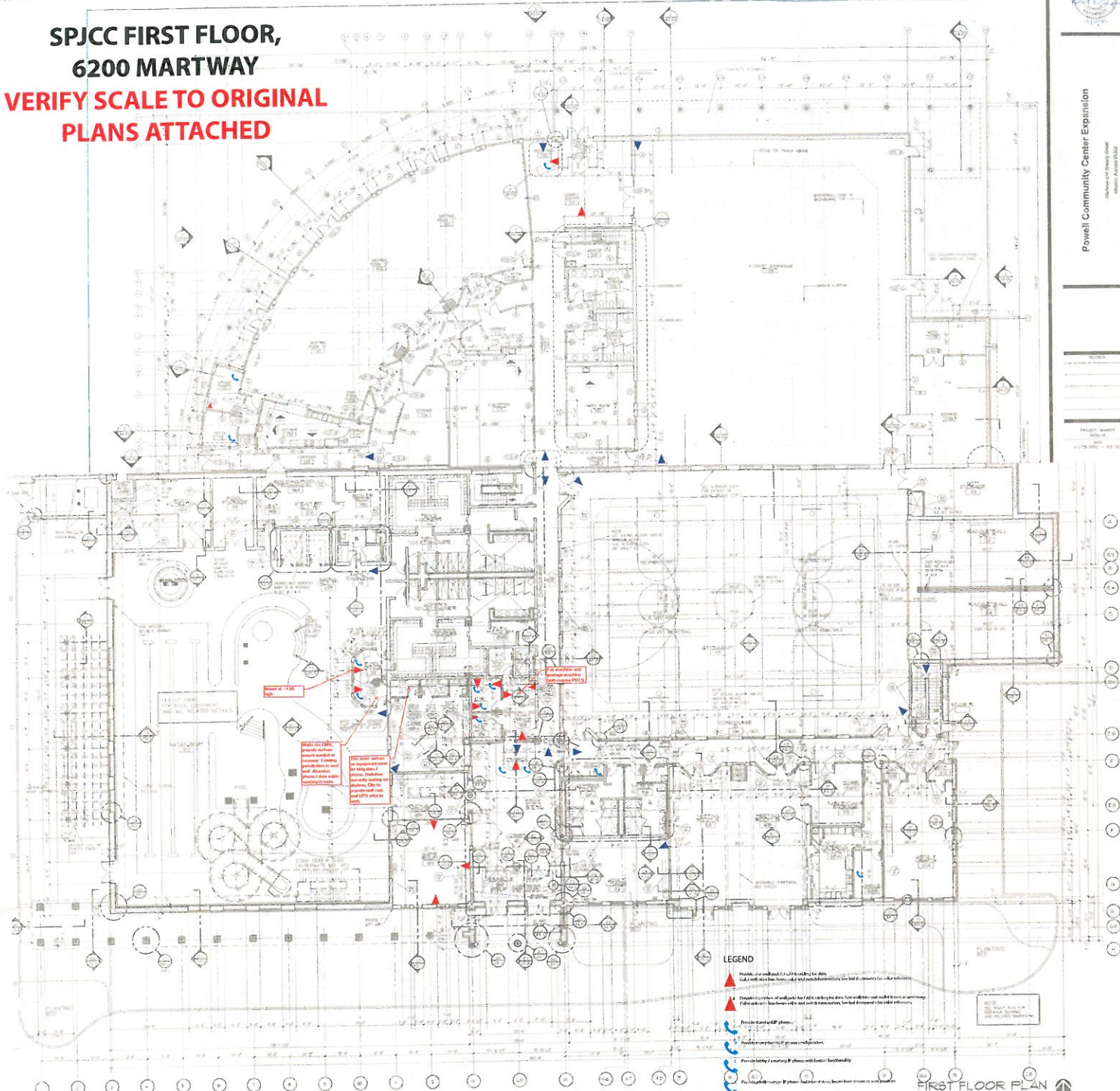
Google earth



**SPJCC FIRST FLOOR,
6200 MARTWAY
VERIFY SCALE TO ORIGINAL
PLANS ATTACHED**



Powell Community Center Expansion
Mission, Kansas



REVISIONS TO BE MADE TO THE ORIGINAL DRAWING FOR THE ADDITION OF THE NEW WING. THE ORIGINAL DRAWING IS TO BE USED FOR THE EXISTING PORTION OF THE CENTER.

- LEGEND**
- ▲ Provide new wall (1/2" thick) for this. Use 2" thick for other walls and 4" thick for exterior walls.
 - ▲ Provide new floor slab (4" thick) for this. Use 6" thick for other slabs and 8" thick for exterior slabs.
 - ▲ Provide new ceiling (12" high) for this. Use 18" high for other ceilings and 24" high for exterior ceilings.
 - ▲ Provide new roof (12" high) for this. Use 18" high for other roofs and 24" high for exterior roofs.
 - ▲ Provide new foundation (12" high) for this. Use 18" high for other foundations and 24" high for exterior foundations.
 - ▲ Provide new exterior finish (12" high) for this. Use 18" high for other exterior finishes and 24" high for exterior exterior finishes.
 - ▲ Provide new interior finish (12" high) for this. Use 18" high for other interior finishes and 24" high for exterior interior finishes.
 - ▲ Provide new mechanical (12" high) for this. Use 18" high for other mechanical and 24" high for exterior mechanical.
 - ▲ Provide new electrical (12" high) for this. Use 18" high for other electrical and 24" high for exterior electrical.
 - ▲ Provide new plumbing (12" high) for this. Use 18" high for other plumbing and 24" high for exterior plumbing.
 - ▲ Provide new fire protection (12" high) for this. Use 18" high for other fire protection and 24" high for exterior fire protection.
 - ▲ Provide new security (12" high) for this. Use 18" high for other security and 24" high for exterior security.
 - ▲ Provide new accessibility (12" high) for this. Use 18" high for other accessibility and 24" high for exterior accessibility.
 - ▲ Provide new sustainability (12" high) for this. Use 18" high for other sustainability and 24" high for exterior sustainability.

FIRST FLOOR PLAN

Hastings/Chivetta
Architects
1000 West 17th Street
Lawrence, KS 66044
Tel: 785-842-1111
Fax: 785-842-1112
www.hastingschivetta.com

**POWELL COMMUNITY CENTER
MISSION, KANSAS**

DATE	DESCRIPTION

SYLVESTER POWELL, JR. COMMUNITY CENTER

W

LOWER LEVEL

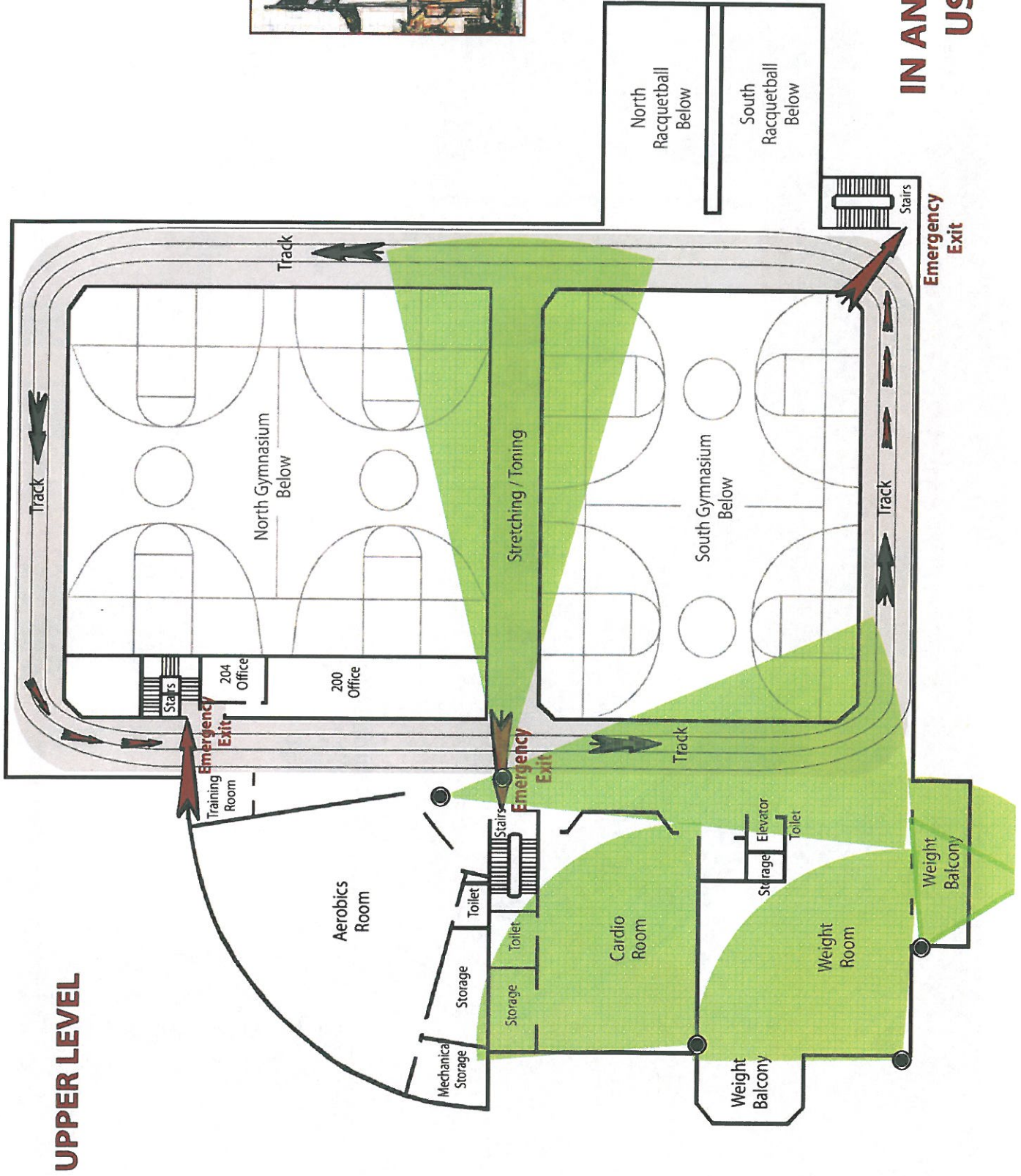


IN AN EMEI USE STA

EMERGENCY EXITS


City of Mission Parks & Recreation

SYLVESTER POWELL, JR. COMMUNITY CENTER

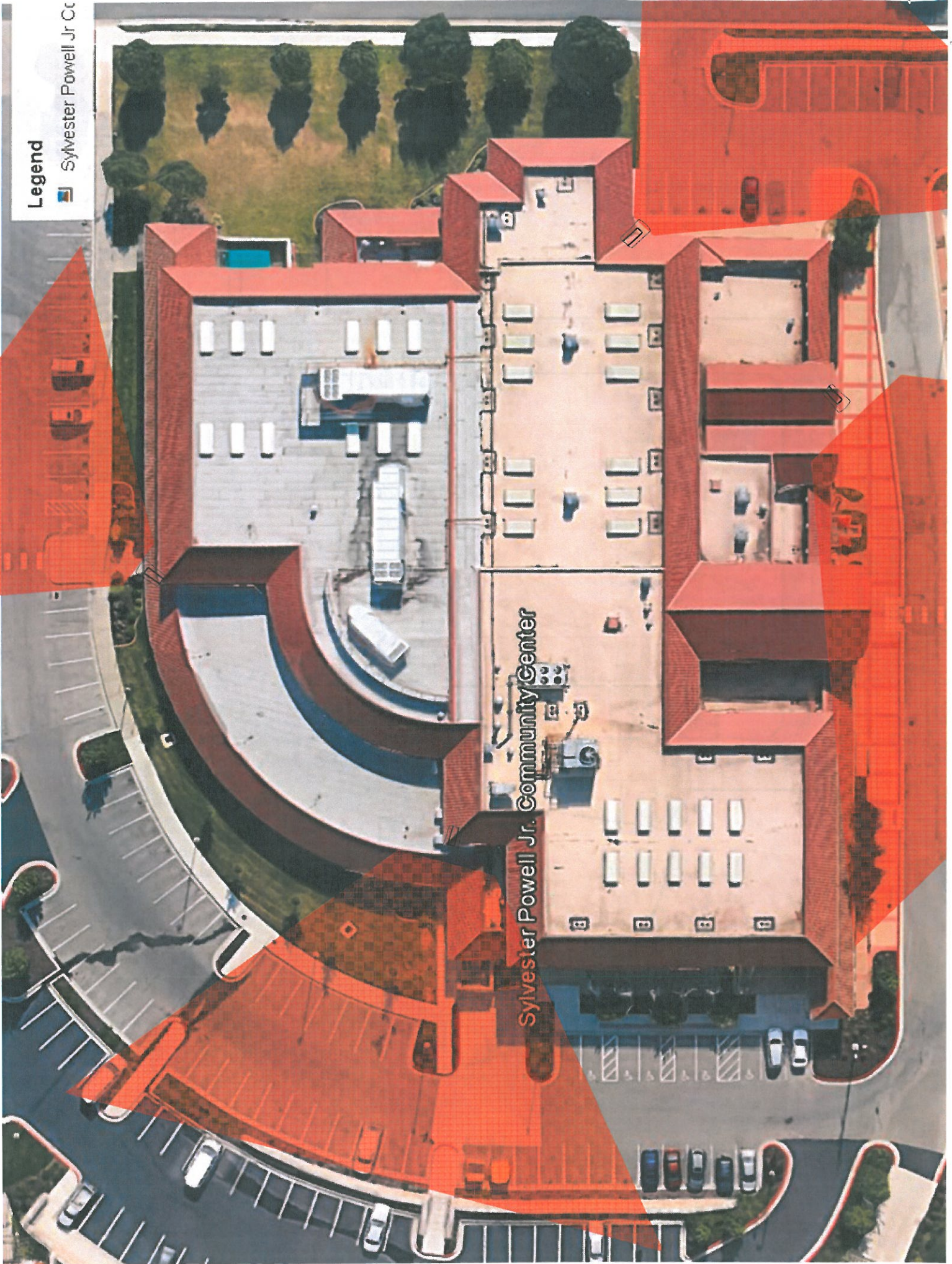


**IN AN EMERG
USE STAIR**

Legend

 Sylvester Powell Jr. Cc

Sylvester Powell Jr. Community Center

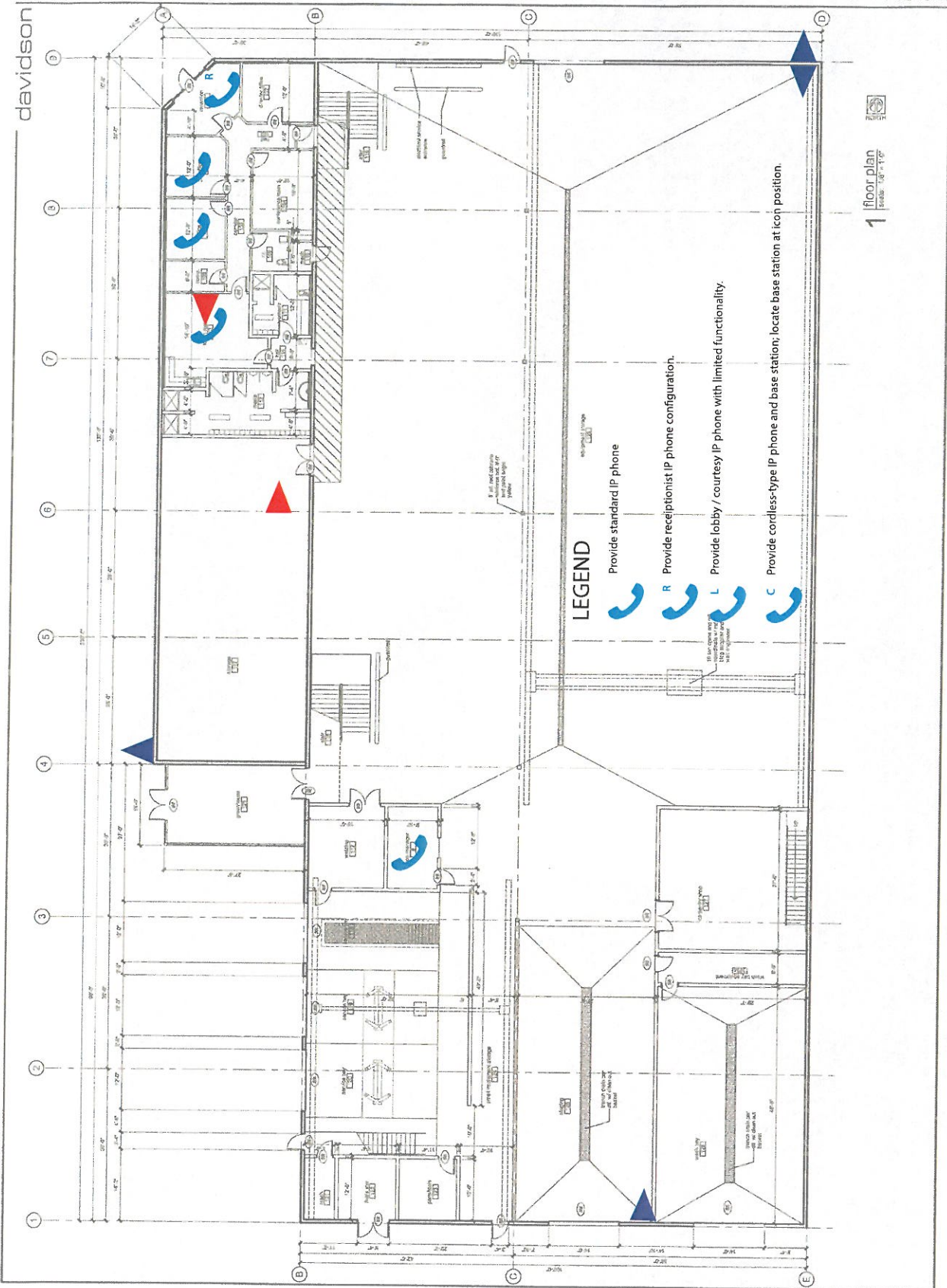


11/20/2014 10:00 AM
 davidson brown
 11/20/2014 10:00 AM
 davidson brown

Public works facility
 For the City of Mission, Kansas
 Lamer Ave.

a proposed new
 design
 shown by
 prepared by
 reviewed by
 11/20/2014

sheet number
A2-1
 sheet title
 preliminary
 project number
 2014-001

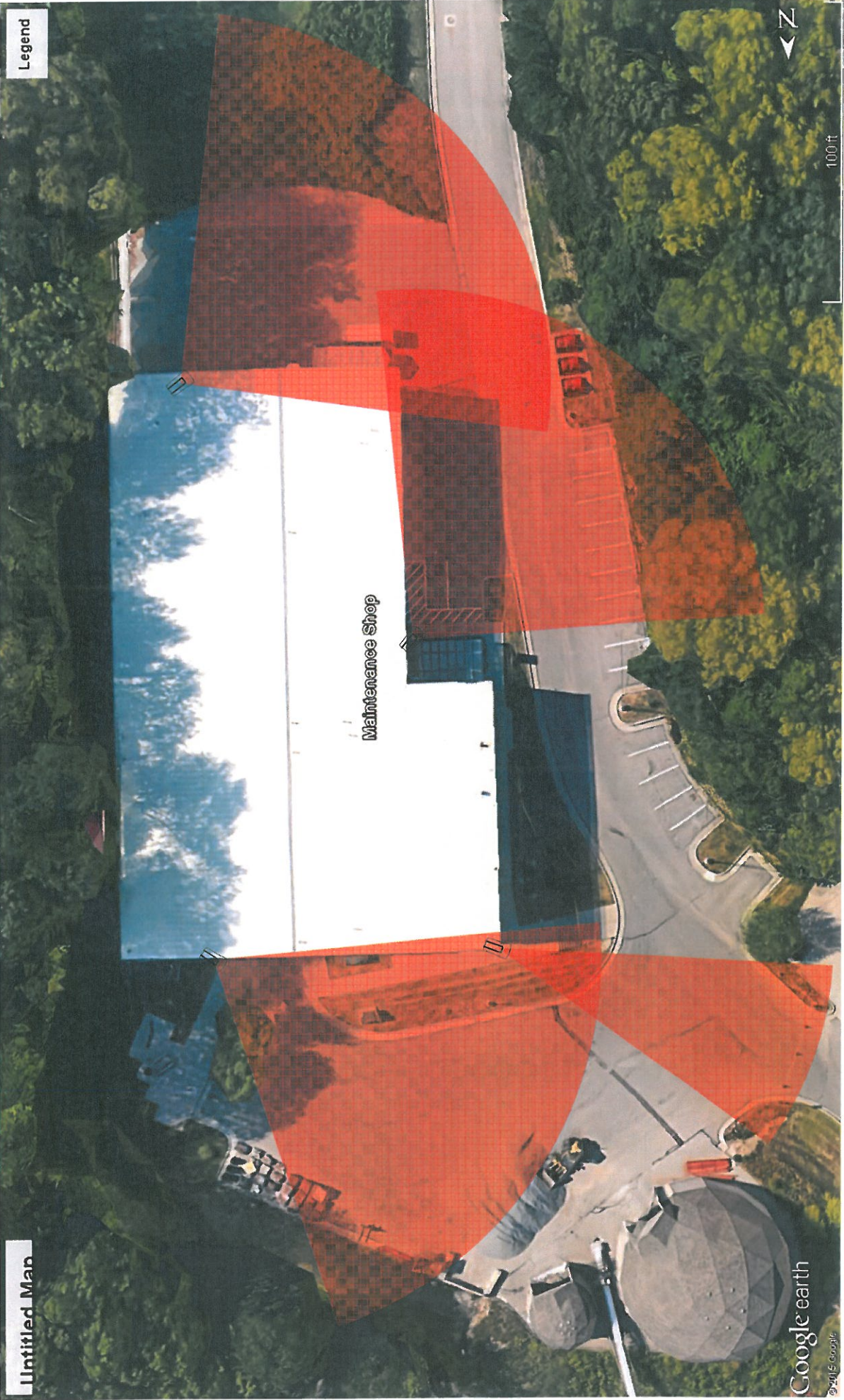


LEGEND

- Provide standard IP phone
- Provide receptionist IP phone configuration.
- Provide lobby / courtesy IP phone with limited functionality.
- Provide cordless-type IP phone and base station; locate base station at icon position.

1 floor plan
 11/20/2014





Legend



100 ft

Maintenance Shop

Untitled Map

Google earth

© 2015 Google

Appendix D – Pricing Matrix

The following pricing matrix will be utilized in evaluating proposed system and solutions. Respondents will need to complete this pricing matrix (or reproduce it) and include with their proposals. Pricing is for all materials and services. All prices must be itemized as shown. The pricing must also reflect the cost of shipping and handling or any other cost for implementation. Additionally, the City reserves the right to purchase all or some of the proposed solution.

Materials and Incidentals (Indicate cables, cable harnesses, etc.)

Item	Description	Quantity	Unit Price	Total
I-1				
I-2				
I-3				
I-4				
I-5	(Respondent should add additional lines as needed)			
			Total	

Labor

Item	Description	# of Hours	Hourly Rate	Total
L-1				
L-2				
L-3				
L-4				
L-5	(Respondent should add additional lines as needed)			
			Total	

Other Costs (Provide any other costs that were not identified above.)

Item	Description	Quantity	Unit Price	Total
O-1				
O-2				
O-3				
O-4				
O-5	(Respondent should add additional lines as needed)			
			Total	

Appendix E– Acknowledgment of Addenda

Respondents will need to complete this and sign this acknowledgment that it has received and considered all Addenda that were issued in relation to this RFP.

_____ (Vendor) does hereby certify that we have received any and all addendum issued by the City of Mission in relation to the Request for Proposals for:

Structured Cabling

And, that Vendor has reviewed and understands each addenda issued and has developed its response to the Request for Proposals in accordance with said addendum.

Name of Vendor: _____

Address of Vendor: _____

Name of Individual of Vendor with Authority to Sign on Behalf of Vendor:

Title of Individual:

Signature:
