



CITY OF ROCKY MOUNT

Police Department

Request for Proposal #: 320-160322RP

Public Safety Drone Program

Date of Issue: 3/25/2022

Proposal Opening Date: 4/8/2022

At 04:00 PM ET

Direct all inquiries concerning this RFP to:

Ramona Plemmer

Senior Purchasing Technician

Email: ramona.plemmer@rockymountnc.gov

Phone: 252-972-1226

CITY OF ROCKY MOUNT
Police Department

| | |
|--|-------------------------------------|
| Refer <u>ALL</u> Inquiries regarding this RFP to: Ramona Plemmer Senior Purchasing Technician | Request for Proposal # 320-160322RP |
| | Proposals Due: 4/8/2022 4:00 pm |
| | Contract Type: Purchase |

EXECUTION

In compliance with this Request for Proposals (RFP), and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein. By executing this proposal, the undersigned Vendor certifies that this proposal is submitted competitively and without collusion (G.S. 143-54), that none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that it is not an ineligible Vendor as set forth in G.S. 143-59.1. False certification is a Class I felony. Furthermore, by executing this proposal, the undersigned certifies to the best of Vendor's knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or the City. As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Contractors for any Contract awarded as a result of this RFP, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system. G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any City Employee associated with the preparing plans, specifications, estimates for public Contract; or awarding or administering public Contracts; or inspecting or supervising delivery of the public Contract of any gift from anyone with a Contract with the City, or from any person seeking to do business with the City. By execution of this response to the RFP, the undersigned certifies, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Failure to execute/sign proposal prior to submittal shall render proposal invalid and it WILL BE REJECTED. Late proposals cannot be accepted.

| | | |
|---|-------------------|--------------------|
| COMPLETE/FORMAL NAME OF VENDOR: | | |
| STREET ADDRESS: | P.O. BOX: | ZIP: |
| CITY & STATE & ZIP: | TELEPHONE NUMBER: | TOLL FREE TEL. NO: |
| PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #12): | | |
| PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR: | FAX NUMBER: | |
| VENDOR'S AUTHORIZED SIGNATURE*: | DATE: | EMAIL: |

Offer valid for at least 60 days from date of proposal opening, unless otherwise stated here: days.

ACCEPTANCE OF PROPOSAL

If any or all parts of this proposal are accepted by the City of Rocky Mount, an authorized representative of the City of Rocky Mount Purchasing Office shall affix his/her signature hereto and this document and all provisions of this Request for Proposal along with the Vendor proposal response and the written results of any negotiations shall then constitute the written agreement between the parties. A copy of this acceptance will be forwarded to the successful Vendor(s).

FOR CITY USE ONLY: Offer accept and Contract awarded this _____ day of _____, 20____, as indicated on the attached certification, by _____

(Authorized Representative of City of Rocky Mount Purchasing Office)

PRE-AUDIT: This instrument has been preaudited in the manner required by the Budget and Fiscal Control Act.

| | |
|------------------|------|
| Finance Director | Date |
|------------------|------|

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1.0 PURPOSE AND BACKGROUND

The Rocky Mount Police Department is seeking a qualified vendor for two small, unmanned aircrafts (sUAS). The primary goal of utilizing the (sUASs) would be to support in day-to-day operation in regard to public safety. Some ways the uUAS will be utilized will be in suspect detection and apprehension, documenting crime scene, locating missing and lost persons, conducting disaster assessments, and other investigatory purposes.

Proposals shall be submitted in accordance with the terms and conditions of this RFP and any addenda issued hereto.

2.0 GENERAL INFORMATION

2.1 REQUEST FOR PROPOSAL DOCUMENT

The RFP is comprised of the base RFP document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this RFP in advance of any Contract award are incorporated herein by reference.

2.2 NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS

It shall be the Vendor’s responsibility to read the Instructions, the City’s terms and conditions, all relevant exhibits and attachments, and any other components made a part of this RFP and comply with all requirements and specifications herein. Vendors also are responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFP.

If Vendors have questions, issues, or exceptions regarding any term, condition, or other component within this RFP, those must be submitted as questions in accordance with the instructions in Section 2.5 PROPOSAL QUESTIONS. If the City determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an RFP addendum. The City may also elect to leave open the possibility for later negotiation and amendment of specific provisions of the Contract that have been addressed during the question-and-answer period. Other than through this process, the City rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor’s proposal. This applies to any language appearing in or attached to the document as part of the Vendor’s proposal that purports to vary any terms and conditions or Vendors’ instructions herein or to render the proposal non-binding or subject to further negotiation. Vendor’s proposal shall constitute a firm offer. **By execution and delivery of this RFP Response, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect, and will be disregarded. Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor’s proposal as nonresponsive.**

Contact with anyone working for or with the City regarding this RFP other than the City Contract Specialist named on the face page of this RFP in the manner specified by this RFP shall constitute grounds for rejection of said Vendor’s offer, at the City’s election.

2.3 RFP SCHEDULE

The table below shows the *intended* schedule for this RFP. The City will make every effort to adhere to this schedule.

| Event | Responsibility | Date and Time |
|---|----------------|-------------------------|
| Issue RFP | City | Friday 3/25/2022 |
| Submit Written Questions | Vendor | Tuesday 3/29/2022 |
| Provide Response to Questions/Addendum Deadline | City | Thursday 3/31/2022 |
| Submit Proposals | Vendor | Friday 4/8/2022 4:00 pm |
| Contract Award | City | TBD |

2.4 PROPOSAL QUESTIONS

Upon review of the RFP documents, Vendors may have questions to clarify or interpret the RFP in order to submit the best proposal possible. To accommodate the Proposal Questions process, Vendors shall submit any such questions by the above due date.

Written questions shall be emailed to ramona.plemmer@rockymountnc.gov by the date and time specified above. Vendors should enter “RFP # 320-160322RP: Questions” as the subject for the email. Question submittals should include a reference to the applicable RFP section and be submitted in a format shown below:

| Reference | Vendor Question |
|--------------------------|----------------------|
| RFP Section, Page Number | Vendor question ...? |

Questions received prior to the submission deadline date, the City’s response, and any additional terms deemed necessary by the City will be posted in the form of an addendum the City of Rocky Mount Purchasing web-page <http://www.rockymountnc.gov/services-finance-bids/> and/or to the Interactive Purchasing System (IPS), <http://www.ips.state.nc.us>, and shall become an Addendum to this RFP. No information, instruction or advice provided orally or informally by any City personnel, whether made in response to a question or otherwise in connection with this RFP, shall be considered authoritative or binding. Vendors shall rely *only* on written material contained in an Addendum to this RFP.

2.5 PROPOSAL SUBMITTAL

Instructions: Proposals, subject to the conditions made a part hereof and the receipt requirements described below, shall be received at the address indicated in the table below, for furnishing and delivering those items as described herein

| Mailing address for delivery of proposal via US Postal Service | Office Address of delivery by any other method (special delivery, overnight, or any other carrier). |
|--|---|
| PROPOSAL NUMBER: 320-160322RP Attn: Ramona Plemmer City of Rocky Mount PO Box 1180 Rocky Mount NC 27802 | PROPOSAL NUMBER: 320-160322RP Attn: Ramona Plemmer City of Rocky Mount 331 S. Franklin Street Rocky Mount NC 27802 |

Vendors shall deliver either **one (1) signed electronic emailed copy** to ramona.plemmer@rockymountnc.gov response or **one (1) signed original executed proposal** to the address identified in the table in this Section. Address package and insert proposal number as shown in the table above.

Proposal number shall be marked on the outside of the sealed envelope with the Vendor’s name and date and time of opening.

IMPORTANT NOTE: It is the responsibility of the Vendor to have the signed proposal physically in this Office by the specified time and date proposals are due, regardless of the method of delivery. This is an absolute requirement. The time of delivery will be marked on each proposal when received, and any proposal received after the submission deadline will not be accepted or evaluated.

All risk of late arrival due to unanticipated delay—whether delivered by hand, U.S. Postal Service, courier or other delivery service or method—is entirely on the Vendor. Note that the U.S. Postal Service generally does not deliver mail to the street address above, but to the City’s Mail Service Center. Vendors are cautioned that proposals sent via U.S. Mail, including Express Mail, may not be delivered to the purchasing office on the due date in time to meet the proposal deadline. All Vendors are urged to take the possibility of delay into account when submitting a proposal.

If proposal is hand delivered, please note that the Frederick E. Turnage Municipal Building requires all visitors to sign in with the guard stationed on the first floor. Visitors will only have access through the building accompanied with a City employee.

This informal RFP does not require a public opening of bids.

2.6 PROPOSAL CONTENTS

Vendors shall populate all attachments of this RFP that require the Vendor to provide information and include an authorized signature where requested. Vendor RFP responses shall include the following items and those attachments should be arranged in the following order:

- a) Cover Letter
- b) Title Page: Include the company name, address, phone number and authorized representative along with the Proposal Number.
- c) Completed and signed version of EXECUTION PAGES, along with the body of the RFP and signed receipt pages of any addenda released in conjunction with this RFP (if required to be returned).
- d) Completed version of ATTACHMENT A: PRICING
- e) ATTACHMENT B: INSTRUCTIONS TO BIDDERS
- f) ATTACHMENT C: ACCEPTANCE OF GENERAL TERMS AND CONDITIONS
- g) Completed and signed version of ATTACHMENT D: SUPPLEMENTAL VENDOR INFORMATION

2.7 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

- a) **BUYER:** The employee of the City or Other Eligible Entity that places an order with the Vendor.
- b) **CONTRACT LEAD:** Representative of the City of Rocky Mount Purchasing Office who corresponds with potential Vendors in order to identify and contract with that Vendor providing the greatest benefit to the City and who will administer this contract for the City.
- c) **QUALIFIED PROPOSAL:** A responsive proposal submitted by a responsible Vendor.
- d) **RFP:** Request for Proposal
- e) **SERVICES or SERVICE DELIVERABLES:** The tasks and duties undertaken by the Vendor to fulfill the requirements and specifications of this solicitation.
- f) **VENDOR:** Supplier, bidder, proposer, company, firm, corporation, partnership, individual or other entity submitting a response to a Request for Proposal.

3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS

3.1 METHOD OF AWARD

Contracts will be awarded in accordance with G.S. 143-129, 143-131 and the evaluation criteria set out in this solicitation. Prospective Vendors shall not be discriminated against on the basis of any prohibited grounds as defined by Federal and State law.

The city may obtain proposals from one or more potential Vendors. All proposals will be evaluated, and award will be based on lowest responsive proposal meeting specifications.

Local Preference Policy. *The only exception to the lowest responsive, responsible bidder method of award will be the local preference policy. The preference will allow an Eligible Local Bidder to match the price and terms of the lowest responsive, responsive bidder who is a Non-Local Bidder, if the Eligible Local Bidder's price is within five percent (5%) or \$25,000, whichever is less, of the lowest responsive, responsive Non-Local Bidder's price .An eligible local vendor is one that is current on property taxes in the City of Rocky Mount and meets the qualifications set forth in the policy. An application can be found at <https://rockymountnc.gov/vendors>*

Evaluation Criteria. If an award is made, it is expected that the City's award will be to the candidate that agrees to meet the needs of the City. Proposals will be reviewed and evaluated on a 100-point basis as outlined below. After evaluating all submissions, the City may ask some or all of the firms that submitted a response to participate in interviews and solution demonstrations. Upon completion of the evaluation process, the City may assign a detailed scope of work to the selected candidate and negotiate fees for services.

| Criteria | Points |
|-------------------------------|--------|
| Experience and qualifications | 25 |
| Proposed Approach | 20 |
| References | 30 |
| Technology | 15 |
| Cost | 10 |

3.2 PROPOSAL EVALUATION PROCESS

The City shall review all Vendor responses to this RFP to confirm that they meet the specifications and requirements of the RFP.

- a) Proposals are requested for the items as specified, or item(s) equivalent in design, function and performance. The City reserves the right to reject any proposal on the basis of fit, form and function as well as cost.
- b) The City shall review the responses to this RFP to confirm that they meet the specifications and requirements. The City reserves the right to waive any minor informality or technicality.
- c) For all responses that pass the initial review process, the City will review and assess the Vendors' pricing. The City may request additional formal responses or submissions from any or all Vendors for the purpose of clarification or to amplify the materials presented in any part of the quote. Vendors are cautioned, however, that the City is not required to request clarification, and often does not. Therefore, all proposals should be complete and reflect the most favorable terms available from the Vendor. Prices proposed cannot be altered or modified as part of a clarification.
- d) Proposals will be evaluated, based on the award criteria identified in Section 3.1 METHOD OF AWARD.

Award of a Contract to one Vendor does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous and represented the best value to the City.

Vendors are cautioned that this is a request for proposal, not a request or an offer to contract, and the City reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the City.

CONFIDENTIALITY DURING PROCESS: During the evaluation period and prior to award, all information concerning the quote and evaluation is confidential, and possession of the quotes and accompanying information is limited to personnel of the issuing department and any third parties involved in this procurement process, and to the committee responsible for participating in the evaluation. Any attempt on behalf of a Vendor to gain such confidential information, or to influence the evaluation process (e.g., contact anyone involved in the evaluation, criticize another Vendor, offer any benefit or information not contained in the quote) in any way is a violation of North Carolina purchasing law and regulations and shall constitute sufficient grounds for disqualification of Vendor's offer from further evaluation or consideration in the discretion of the City.

3.3 INTERPRETATION OF TERMS AND PHRASES

This Request for Proposal serves two functions: (1) to advise potential Vendors of the parameters of the solution being sought by the Department; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. As such, all terms in the Request for Proposal shall be enforceable as contract terms in accordance with the General Contract Terms and Conditions. The use of phrases such as "shall," "must," and "requirements" are intended to create enforceable contract conditions. In determining whether proposals should be evaluated or rejected, the Department will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy the Department's needs as described in the Request for Proposal. Except as specifically stated in the Request for Proposal, no one requirement shall automatically disqualify a Vendor from

consideration. However, failure to comply with any single requirement may result in the Department exercising its discretion to reject a proposal in its entirety.

4.0 REQUIREMENTS

This Section lists the requirements related to this RFP. By submitting a proposal, the Vendor agrees to meet all stated requirements in this Section as well as any other specifications, requirements and terms and conditions stated in this RFP. If a Vendor is unclear about a requirement or specification or believes a change to a requirement would allow for the City to receive a better proposal, the Vendor is urged and cautioned to submit these items in the form of a question during the question-and-answer period in accordance with Section 2.4.

4.1 PRICING

Proposal price shall constitute the total cost to Buyer for complete performance in accordance with the requirements and specifications herein, including all applicable charges handling, administrative and other similar fees. Vendor shall not invoice for any amounts not specifically allowed for in this RFP. Complete ATTACHMENT A: PRICING FORM and include in Proposal.

Proposal price shall constitute the total cost to Buyer including but not limited to

Attach an itemized quote to the pricing form.

4.2 INVOICES

a) The Vendor must submit one monthly invoice within fifteen (15) calendar days following the end of each month in which work was performed.

b) Invoices must be submitted to the following address: Accounts Payable
PO Box 1180
Rocky Mount, NC 27802

4.3 MINORITY BUSINESS PARTICIPATION

The Owner has the responsibility to make a good faith effort to solicit minority proposals and to attain the aspirational ten percent (10%) goal. We encourage all Bidders even MWBE/HUBs to obtain the aspirational goal where sub-contracting opportunities exist.

| MWBE FIRM | OWNERSHIP STATUS | ADDRESS | WORK TYPE |
|-----------|------------------|---------|-----------|
| | | | |
| | | | |
| | | | |

4.4 REFERENCES

Vendors shall provide at least three (3) references for which your company has provided Services of similar size and scope to that proposed herein. The City shall contact these users to determine the Services provided are substantially similar in scope to those proposed herein and Vendor’s performance has been satisfactory. The information obtained shall be considered in the evaluation of the proposal. If City of Rocky Mount references are provided it cannot be counted towards your three (3) required references but may be included in addition

| COMPANY NAME | CONTACT NAME | TELEPHONE NUMBER |
|--------------|--------------|------------------|
| | | |

| | | |
|--------------------------------------|--|--|
| | | |
| | | |
| Optional: City of Rocky Mount | | |

4.5 PERSONNEL

Vendor shall not substitute key personnel assigned to the performance of this Contract without prior written approval by the Contract Lead. Vendor shall notify the Contract Lead of any desired substitution, including the name(s) and references of Vendor’s recommended substitute personnel. The City will approve or disapprove the requested substitution in a timely manner. The City may, in its sole discretion, terminate the services of any person providing services under this Contract. Upon such termination, the City may request acceptable substitute personnel or terminate the contract services provided by such personnel.

4.6 VENDOR’S REPRESENTATIONS

- a) Vendor warrants that qualified personnel shall provide Services under this Contract in a professional manner. “Professional manner” means that the personnel performing the Services will possess the skill and competence consistent with the prevailing business standards in the industry. Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of the City under this Contract. Vendor will serve as the prime contractor under this Contract and shall be responsible for the performance and payment of all subcontractors(s) that may be approved by the City. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor’s obligations hereunder. Vendor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third party subcontractor(s).
- b) If any Services, deliverables, functions, or responsibilities not specifically described in this Contract are required for Vendor’s proper performance, provision and delivery of the service and deliverables under this Contract or are an inherent part of or necessary sub-task included within such service, they will be deemed to be implied by and included within the scope of the contract to the same extent and in the same manner as if specifically described in the contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the Services and Deliverables.
- c) Vendor warrants that it has the financial capacity to perform and to continue perform its obligations under the contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of this Contract; and that entering into this Contract is not prohibited by any contract, or order by any court of competent jurisdiction.

5.0 SCOPE OF WORK

5.1 GENERAL

The Rocky Mount Police Department is looking to improve the quality of life for the citizens of Rocky Mount through the use of sUAS technology. The precise scope of services, to be incorporated into the “Service Agreement”, shall be negotiated with the selected organization. The anticipated requirements shall include, but are not limited to, the requirements below. Companies submitting proposals shall submit a proposal that incorporates the following requirements. However, the company may include in their proposal section that offers enhanced changes to the scope of services that would assist the City in meeting our stated Project Objectives.

Project Objectives:

- Increase community safety.
- Enhance investigations.

- Reduce manpower hours for investigations.

Drone 1 requirements:

- Four prop foldable sUAS that is RTK ready and must come ready to be deployed in a kit (Case, Drone, LCD monitor, and battery charger)
- Shall be able to hot swap batteries.
- Dimension of drone shall be: Unfolded, propellers excluded, 810x670x430 mm (LxWxH), Folded, propellers included, 430x420x430 mm (LxWxH)
- Weigh approximately 8lbs (without batteries) and approximately 14 pounds (with batteries)
- Manufacturer should have a warranty coverage for at least 1-yr (2 replacements)
- The case shall be rugged enough to withstand water, dust and shock absorption from drops. Case shall already be installed with a minimum 24" LCD monitor that has the capability to have a wireless screen mirroring from the sUAS controller. Case shall also include custom foam cutouts to hold multiple accessory payloads, batteries, and controller.
- 60,000mah power supply to supply power
- 2 smart style controllers
- Remote controller batteries
- 10 batteries for sUAS
- Charging Station Case for sUAS batteries
- A Thermal Quad-Sensor Camera
- Infrared Illumination Spotlight
- Zoom Visible Spotlight
- Public Address Speaker with 130db output
- Dual Payload Gimbal Mount
- Payload drop system
- 55 min max flight time with no pay load,
- 31-35 min flight time with full payload
- Multiple payload gimbal mount
- Accident-Avoidance Detection
- Water resistance rating is IP45
- Shall be able to fly in max winds of approximately 33 mph or greater

Drone 2 requirements:

- The sUAS must be equipped with a 3-axis gimbal camera with the capability taking 12MP photos and 4K video.
- Manufacturer should have a warranty coverage for at least 1-yr (2 replacements)
- Shall weigh approximately 249g
- Shall have a minimum of a 10km video transmission system
- Shall have a Level 5 Wind Resistance
- Smart Style Remote Controller
- Three batteries for sUAS
- Three extra sets of propellers
- Charging hub and charging block
- Propeller guard cages
- A soft style shoulder carrying bag for drone and its accessory
- Tactical light saddle for drone that is equipped with three light heads

5.2 TECHNICAL OBJECTIVES:

Proposed Implementation

- Installation of software to be used will be installed on a Police Department desktop computer (already on hand). Twelve hours of initial training for FAA Part 107 License Pilots. Topic of training will include but not limited to; Night Operations, Daylight Operations, Mapping for Search and Rescue, Crowd Overwatch, Tactical Deployment, Interior Operations, and Maintenance and management of aerial systems. Pilots will obtain a minimum 60 hours of training a year.
- Equipment and desktop shall be stored so that it's available to all department FAA Part 107 Licensed Pilots.
- Only trained employees shall operate and have access to the equipment and software. Digital evidence shall be stored via the current evidence.com subscription and on portable storage devices

General Technical System Requirements

- Multi-user environment with a single license on a single computer.
- User interface should be compatible with Windows 10 (64 Bit).

Database and Reporting Requirements/Deliverables

- Ability to create 2D/3D maps using desktop software.
- Ability to manage flight logs and maintenance records of sUASs using a cloud-based software.
- Ability to livestream sUAS video from the sUAS controller and can handle up to 5 shared users via application.

Maintenance and Support

- 24/7 lifetime support. Must have a direct mobile phone number of the owner and other staff that are pertinent to the company. Must fully setup the system before shipping and also make sure that all firmware / software updates are done all components. Must ensure all systems are paired and matched before shipping. Each aircraft must have a flight test and all batteries are completely charge out of the box.
- Twelve hours of training to include the following topic of training; Night Operations, Daylight Operations, Mapping for Search and Rescue, Crowd Overwatch, Tactical Deployment, Interior Operations, and Maintenance and management of aerial systems.

5.3 PROJECT PLAN

To participate in the selection process, the following information is required to demonstrate satisfactory evidence indicating the ability of your company to meet the scope of work detailed in this RFP. The proposal submitted by your company must include the following information:

- :
- The name, address, email address, and telephone number of your agency.
 - The names, business address and telephone numbers of your agency's officers, directors, and associates.
 - A listing of your agency's experience related to work included in this RFP. Include a brief Company History including time in business, experience in sUAS technology and working with Public Safety Agencies.
 - Provide at least three (3) client references. For each of these projects, include the name of the contact person, title, role on project, and telephone number and/or email address.
 - A brief overview of the solution proposed.
 - A detailed work plan for meeting the Scope of Services outlined in Section II. While it is recognized that specific deliverables are dependent on your unique services, the work plan should include as much detail as you determine appropriate to allow evaluation of the product and your expertise to deliver these services.
 - Describe your expected or recommended approach, including a clear and detailed description of your proposed implementation strategy. Describe the anticipated interaction with the City. Provide an outline of your anticipated schedule for completing consultant implementation tasks including an implementation timeline.
 - Anticipated costs associated with providing requested services. The estimate should include an outline of costs describing cost elements for the Scope of Services tasks.

6.0 CONTRACT ADMINISTRATION

6.1 PROJECT MANAGER AND CUSTOMER SERVICE

The Vendor shall designate and make available to the City a project manager. The project manager shall be the City's point of contact for contract related issues and issues concerning performance, progress review, scheduling and service.

6.2 DISPUTE RESOLUTION

The parties agree that it is in their mutual interest to resolve disputes informally. A claim by the Vendor shall be submitted in writing to the City's Contract Lead for resolution. A claim by the City shall be submitted in writing to the Vendor's Project Manager for resolution. The Parties shall negotiate in good faith and use all reasonable efforts to resolve such dispute(s). During the time the Parties are attempting to resolve any dispute, each shall proceed diligently to perform their respective duties and responsibilities under this Contract. If a dispute cannot be resolved between the Parties within thirty (30) days after delivery of notice, either Party may elect to exercise any other remedies available under this Contract, or at law. This term shall not constitute an agreement by either party to mediate or arbitrate any dispute.

6.3 CONTRACT CHANGES

Contract changes, if any, over the life of the contract shall be implemented by contract amendments agreed to in writing by the City and Vendor.

ATTACHMENT A: PRICING

The undersigned, as bidder, proposes and agrees if this proposal is accepted to contract with the City of Rocky Mount for the furnishing of all materials, equipment, and labor necessary to complete the construction of the work described in these documents in full and complete in accordance with plans, specifications, and contract documents, and to the full and entire satisfaction of the City of Rocky Mount for the base sum of:

| Item # | QTY. | UOM | DESCRIPTION | UNIT PRICE | EXTENDED PRICE |
|--------|----------|-----|----------------------------|------------|----------------|
| 1 | 1 | ea | Drone 1 per specifications | \$ _____ | \$ _____ |
| 2 | 1 | ea | Drone 2 per specifications | \$ _____ | \$ _____ |
| 3 | Software | | | \$ _____ | |
| 4 | Training | | | \$ _____ | |

Proposal Price: \$

ATTACHMENT B: INSTRUCTIONS TO BIDDERS

City of Rocky Mount Instructions to Bidders Review rockymountnc.gov/services-finance-vendor-registration/

ATTACHMENT C: ACCEPTANCE OF GENERAL TERMS & CONDITIONS

Review Terms and Conditions: General at <https://rockymountnc.gov/vendor> Terms and conditions on the vendor webpage that do not apply to this bid: [Federal UG Terms](#), [FEMA Contract Provisions](#), [Sample Contract Terms](#).

- Check here to indicate that you have read and agree to the City of Rocky Mount General Terms & Conditions.

ATTACHMENT D: SUPPLEMENTAL VENDOR INFORMATION

HISTORICALLY UNDERUTILIZED BUSINESSES

Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of the categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled.

Pursuant to G.S. 143B-1361(a), 143-48 and 143-128.4, the City invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled. This includes utilizing subcontractors to perform the required functions in this RFP. Any questions concerning NC HUB certification, contact the [North Carolina Office of Historically Underutilized Businesses](#) at (919) 807-2330. The Vendor shall respond to question #1 and #2 below.

- a) Is Vendor a Historically Underutilized Business? Yes No
- b) Is Vendor Certified with North Carolina as a Historically Underutilized Business? Yes No
If so, state HUB classification: [REDACTED]

NEW VENDOR REGISTRATION

New vendors must complete a vendor registration form using the link below. If you are a current vendor that needs to update your vendor information you may also complete the online vendor registration form. Once registration is complete email a copy of your W9 an E-Verify Affidavit to the contact person listed on the coversheet.

rockymountnc.gov/services-finance-vendor-registration/

SUSTAINABILITY

According to G.S. 143-58.2, it is the policy of this State to encourage and promote the purchase of products with recycled content and to purchase items that are reusable, refillable, repairable, more durable and less toxic to the extent that the purchase or use is practicable and cost effective.

Do the items offered have any recycled content? **Yes** **No**

If yes, what is the post-consumer recycled content? [REDACTED]% What is the total recycled content? [REDACTED]%

Other sustainable properties:

HOW TO DO BUSINESS WITH THE CITY OF ROCKY MOUNT

Becoming a Vendor <https://youtu.be/MGOjZxl4iQc>

Competing in the Bid Process <https://youtu.be/yy8dYzPOCUs>

Purchase Order, Payment and Performance <https://youtu.be/wA5zVTizZQM>