



**City of Biddeford
Finance Committee**

August 20, 2024 at 5:00 PM
City Hall Council Chambers & Zoom

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Or call in by phone: +1 312 626 6799

Meeting ID:

Passcode:

1. Call to Order
2. Approval of Minutes
 - 2.a Approval of the Minutes
3. Signing of the Expenditure Warrant
4. Discussion/Approval
 - 4.a Approve Funds for Eastern Fire/EMS Station Property/Site Conditions Review and Additional Architectural Work
 - 4.b Motorola Body Camera System
 - 4.c Approval/EV Charger Station
5. Other Business
6. Adjourn

City of Biddeford
Finance Committee
June 18, 2024 5:00 PM Council Chambers & Zoom

Councilor Beaupre: present
Councilor Lessard: excused
Councilor LaFountain: present
Mayor Grohman: present

1. Call to order

2. Approval of the Minutes

Motion: Councilor Beaupre
Second: Mayor Grohman
Vote: Unanimous in favor.
Motion passed.

3. Signing of the expenditure warrant

4. Discussion/Approval

4.a Bid Approval: Lead Hazard Reduction at 14 Gove St

Rehab Coordinator Michael Koerner presented the item. Mayor Grohman requested to hear some additional details about the bid walks program and confirmed the increase in the amount of affordable lead abated units. Koerner explained the changes in scope of work required which slightly increased the bid amount.

Motion: Councilor Beaupre motion to award bid to Ray Corp for work at 14 Gove St in the amount of \$40,175.
Second: Mayor Grohman
Vote: Unanimous in favor.
Motion passed.

4.b Approval to Purchase and Haul Gravel

Public Works Director Demers presented the item, explaining the reasoning behind coming back with this request for the gravel needed after initial approval was granted in April and the rationale behind the cost projections.

Mayor Grohman inquired about the source of the materials currently at the compost site and confirmed some details about the compost program.

Motion: Councilor Beaupre to authorize the expenditure of \$158,510 for work at the Andrews Rd landfill to Shaw Brothers.
Second: Mayor Grohman
Vote: Unanimous in favor.
Motion passed.

4.c Approval of Bid for Playground RFP

Recreation Director Thompson presented the item. Councilor LaFountain asked about the community build aspect of the project and how the staffing would be sourced. Director Thompson noted that it was expected to be a weekend project that could be sourced with volunteers from multiple organizations. She also mentioned that the entire installation was expected to be finished by late fall.

Councilor LaFountain asked about the plan to dismantle the playground at Rotary Park which Director Thompson noted was not required as part of the project, but had been recommended. Councilor Beaupre asked about the impact to the price of eliminating the removal of the existing elements at Rotary Park which are undetermined.

Councilor LaFountain also asked about any evaluations for flood resiliency and Director Thompson noted that no formal evaluations had been done but damages haven't previously been observed to equipment in that area.

Councilor LaFountain inquired about what, if any, consideration had been given to complement this project with the FY 2025 CIP funds and Director Thompson indicated that there hadn't been.

Motion: Councilor Beaupre motion to accept the bid from Utiliplay and Dry Landscape Architecture and direct the Director to evaluate the resources at Rotary Park and consider whether expansion of that program would be feasible by the end of August 2024.

Second: Mayor Grohman

Vote: Unanimous in favor.

Motion passed.

4.d Approval to Contract with Maine Water for Sewer Billing

Chief Operating Officer Phinney explained the context behind the issues and inefficiencies that have recently been encountered with the sewer billing process. He also noted which options in pursuing the contract may impact the current cost estimates included in the brief.

Mayor Grohman asked about whether this change could potentially increase revenues based on higher collection percentages or more timely billing. He also asked about the likeliness of being able to find another vendor to help with the data conversion. Phinney explained that revenues may be collected more timely and that vendors hadn't been formally researched yet.

Councilor Beaupre asked about the status of current billings and Finance Director Pavlak noted that billing was currently behind but staff has been working to resume as quickly as possible in order to catch up after the sewer billing vacancy then stay current through implementation of outsourcing to Maine Water.

Councilor LaFountain asked about the typical annual increases to expect in future years which are estimated to be in line with typical CPI increases. He also asked about the impact to budget transfers and COO Phinney explained that the only impact would be to the General Fund, absent a policy decision on the Wastewater administrative charge.

Mayor Grohman expressed support for this contract given the rate of errors and potential efficiencies to be gained.

Motion: Councilor Beaupre motion to authorize the City Manager to enter into agreement with Maine Water to outsource sewer billing.

Second: Mayor Grohman
Vote: Unanimous in favor.
Motion passed.

4.5. Gilbert Boucher Park Bath House Update

City Manager Bennett presented the item, noting the various costs included and funding source from the recent CIP vote. He noted that the item needed approval in order to proceed with the project, decisions to be made around the plan for the parking lot and septic system, and approval to include additional costs that are not currently funded before sending out the request for proposal. Mayor Grohman asked whether the Capital Committee had discussed some of the policy issues related to the project and Councilor LaFountain stated that they did not. City Manager Bennett noted that the committee had traditionally not been involved as much with the implementation of capital items.

Motion: Councilor Beaupre motion to send to Council for final decision.
Second: Mayor Grohman
Vote: Unanimous in favor.
Motion passed.

4.6

Director Demers presented the item. Councilor Beaupre asked about whether this purchase could have been approved by the City Manager and City Manager Bennett clarified that the amount was over the threshold for City Manager approval.

Motion: Councilor Beaupre motion to award the bid.
Second: Mayor Grohman
Vote: Unanimous in favor.
Motion passed.

Councilor Beaupre Motion to adjourn at 6:02 pm.
Second: Mayor Grohman
Vote: Unanimous in favor.

Meeting adjourned.

City of Biddeford
Finance Committee
August 6, 2024 5:00 PM Council Chambers & Zoom

Councilor Beaupre: present
Councilor Lessard: present
Councilor LaFountain: present
Mayor Grohman: present (as of 5:09pm)

1. Call to order

2. Approval of the Minutes

Deferred to next meeting.

3. Signing of the expenditure warrant

4. Discussion/Approval

4.a. Approval/FMI Pump Station Upgrade

Public Works Director Demers presented the item and explained how the Department came up with the total price, noting that the range was necessary to capture any potential contingencies. Councilor Lessard asked about the price of the Apex bid and Director Demers confirmed the figures. Councilor Lessard noted his support and lauded the effort of the Public Works Department to find savings. Councilor Beaupre agreed with the sentiment and Councilor LaFountain inquired about capacity within the department. Director Demers noted the additional workload but confirmed that staff would be able to prioritize the work. Councilor Lessard noted his support for adding staff to Public Works given the expected savings brought forward from this item. Councilor Beaupre confirmed the timeline for the project which is expected to commence this November and take about 45-60 days.

Motion: Councilor Beaupre motion to award the bid.

Second: Councilor Lessard

Vote: Unanimous in favor.

Motion passed.

4.b. Approval/Purchase Portable Bypass Pump

Director Demers presented the item and explained that the reasoning behind the proposed purchase is the anticipated savings due to the recent price of the rental that was required due to a recent sewer collapse. Councilor Lessard asked about whether the proposed pump to be purchased is the best value or the best pump and Director Demers confirmed that it was the best option based on the technology.

Motion: Mayor Grohman motion to approve.

Second: Councilor Lessard

Vote: Unanimous in favor.

Motion passed.

4.c. Approval/Purchase of Cellebrite - Computer program to unlock "smart" devices to aid in investigations

Police Chief Fisk presented the item and noted that the program was included in the recently approved budget. The final proposed price is slightly lower than initially expected due to a small discount offered. Mayor Grohman asked about whether we were able to use another jurisdiction's license and Chief Fisk noted that it is best for the City to have its own license.

Motion: Councilor Beaupre motion to approve.

Second: Councilor Lessard

Vote: Unanimous in favor.

Motion passed.

4.d. Approval/Lead Bid - 154 Cleaves St

Rehab Coordinator Michael Koerner presented the item and noted that the bid was renegotiated a bit to get down to the final cost presented.

Motion: Councilor Beaupre motion to approve.

Second: Councilor Lessard

Vote: Unanimous in favor.

Motion passed.

5. Other business

COO Phinney provided a brief update on the status of the Berry Dunn engagement.

Councilor Beaupre Motion to adjourn at 5:31 pm.

Second: Councilor Lessard

Vote: Unanimous in favor.

Meeting adjourned.



Finance Committee

Meeting Date: August 20, 2024
Meeting Time: 5:00 PM
Agenda Item No: 4.b
Item Description: Motorola Body Camera System
Submitted By: JoAnne W. Fisk, Chief of Police

Supporting Information/Documentation:

Motorola Body Cam system

Key Terms:

Executive Summary:

Approval to purchase Motorola Solutions V700 VMEL5 Body Camera system.

Detailed Review:

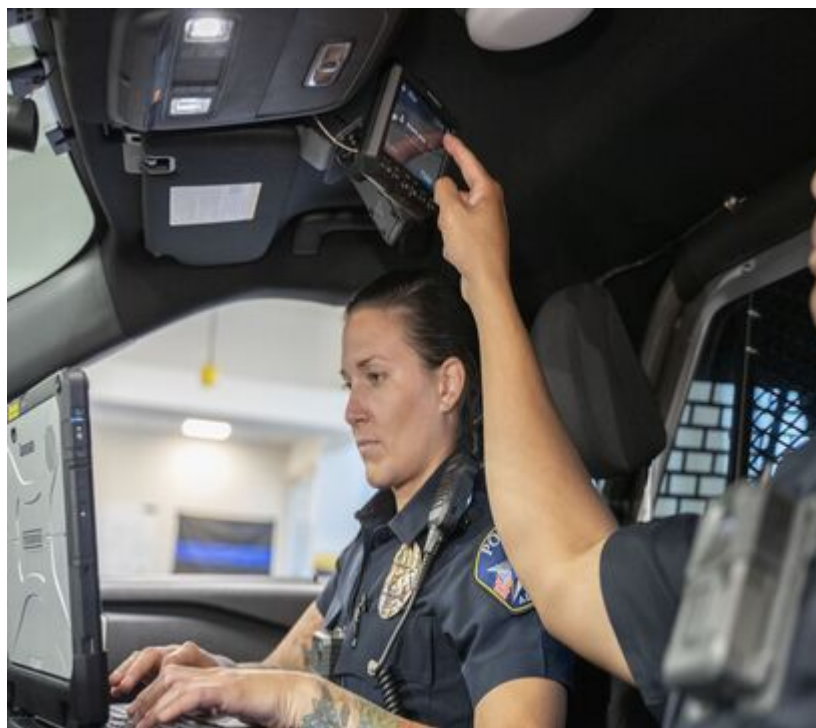
The Police Department's existing Motorola Body Camera system is a legacy product and is no longer supported by Motorola Repair Services. The original system was purchased in March 2018. The V700 camera system is state-of-the-art technology that captures critical incidents officers are involved in. This purchase is for twenty-three (23) body worn cameras, complete WIFI base bundle for the system as well as all subscriptions, hardware, software, licenses and on-site deployment of the new system.

Funding Source:

The funding source for this purchase is through Capital Projects funding in the amount not to exceed Eighty Thousand dollars (\$80,000.00)

Staff Recommendation:

Purchase of the Motorola Solutions V700 body camera system as noted in Motorola quote # 2595266.



BIDDEFORD POLICE DEPT

Biddeford PD - (23) V700 VMEL5

07/19/2024

07/19/2024

BIDDEFORD POLICE DEPT
39 ALFRED ST
BIDDEFORD, ME 04005

RE: Motorola Quote for Biddeford PD - (23) V700 VMEL5
Dear Bill Gooch,

Motorola Solutions is pleased to present BIDDEFORD POLICE DEPT with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide BIDDEFORD POLICE DEPT with the best products and services available in the communications industry. Please direct any questions to Chris Drake at Christopher.drake@motorolasolutions.com.

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

Chris Drake
Regional Sales Manager

Billing Address:
BIDDEFORD POLICE DEPT
39 ALFRED ST
BIDDEFORD, ME 04005
US

Shipping Address:
BIDDEFORD POLICE DEPT
39 ALFRED ST
BIDDEFORD, ME 04005
US

Quote Date:07/19/2024
Expiration Date:09/18/2024
Quote Created By:
Chris Drake
Regional Sales Manager
Christopher.drake@
motorolasolutions.com
603-205-1845

End Customer:
BIDDEFORD POLICE DEPT
Bill Gooch
william.gooch@biddefordmaine.org
207-571-1626

Payment Terms:30 NET

Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

Line #	Item Number	Description	Qty	Term	Sale Price	Ext. Sale Price
	V700					
1	WGB-0741A	V700 BODY WORN CAMERA FIRSTNET READY	23		\$1,290.00	\$29,670.00
2	WGP02798-KIT	V700 MAGNETIC MOUNT WITH BWC BOX	23		Included	Included
3	WGP03085B	JACKET MAGNET MOUNT ASSEMBLY, V700	23		\$0.00	\$0.00
4	LSV07I03510A	ESSENTIAL SOFTWARE SUPPORT AND HARDWARE REPAIR	23	3 YEAR	Included	Included
5	SWV07S03593A	SOFTWARE ENHANCEMENTS	23	3 YEAR	Included	Included
6	WGP02950	V700 BATTERY, 3.8V, 4180MAH, REMOVABLE	20		\$0.00	\$0.00
7	WGB-0138A	V300 TRANSFER STATION II	3		\$0.00	\$0.00
8	WGA00640-KIT1	V300, USB DOCK, D300, DESK CHGR/UPLD KIT	1		\$0.00	\$0.00



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Line #	Item Number	Description	Qty	Term	Sale Price	Ext. Sale Price
9	WGB-0142A	V300 IN-CAR WIFI BASE BUNDLE FOR 4RE	11		\$0.00	\$0.00
	VideoManager EL or EX: Video Evidence Management					
10	WGP02400-500	LICENSE,VIDEOMANAGER EL ON-PREM SITE LICENSE KEY	1		\$1,000.00	\$1,000.00
11	WGP02400-520	VIDEOMANAGER EL, BODY WORN CAMERA ANNUAL LICENSE & SUPPORT FEE	23	5 YEAR	\$975.00	\$22,425.00
12	WGP02400-510	VIDEOMANAGER EL, IN-CAR VIDEO SYSTEM ANNUAL LICENSE & SUPPORT FEE	11	5 YEAR	\$975.00	\$10,725.00
13	SSV00S01450B	LEARNER LXP SUBSCRIPTION	10	5 YEAR	\$0.00	\$0.00
14	PSV00S03898A	ON-SITE DEPLOYMENT, CONFIGURATION AND PROJECT MANAGEMENT	1		\$16,000.00	\$16,000.00
15	WGW00166-100	EL4 TO VIDEOMANAGER EL DATA MIGRATION SERVICE, PER TB OF DATA	30		\$0.00	\$0.00
Grand Total					\$79,820.00(USD)	



Pricing Summary

		Payment Term	Upfront Sale Price	
Upfront Costs*				
			\$46,670.00	
Upfront Subscription Fee				
	VideoManager EL or EX: Video Evidence Management	Annually	\$6,630.00	
Sub Total:			\$53,300.00	
		Payment Term	Sale Price	Annual Sale Price
Year 2 Subscription Fee				
	VideoManager EL or EX: Video Evidence Management	Annually	\$6,630.00	\$6,630.00
Year 3 Subscription Fee				
	VideoManager EL or EX: Video Evidence Management	Annually	\$6,630.00	\$6,630.00
Year 4 Subscription Fee				
	VideoManager EL or EX: Video Evidence Management	Annually	\$6,630.00	\$6,630.00
Year 5 Subscription Fee				
	VideoManager EL or EX: Video Evidence Management	Annually	\$6,630.00	\$6,630.00
Sub Total:			\$26,520.00	
Grand Total System Price (Inclusive of Upfront and Annual Costs)				\$79,820.00

*Upfront costs include the cost of Hardware, Accessories and Implementation, where applicable.



Notes:

- The Pricing Summary is a breakdown of costs and does not reflect the frequency at which you will be invoiced.
- This quote contains items with approved price exceptions applied against them.
- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.
- Unless otherwise noted in this quote / order, installation of equipment is not included.



VIDEOMANAGER EL SOLUTION DESCRIPTION

VideoManager EL simplifies evidence management, automates data maintenance and facilitates management of your department's devices.

It is compatible with V300 and VISTA body-worn cameras, as well as M500 and 4RE in-car video systems, enabling you to upload video evidence quickly and securely.

The optional SmartControl and SmartConnect smart device applications support live video streaming from body-worn cameras, allowing personnel to view footage captured by the cameras in the app.



VIDEO EVIDENCE MANAGEMENT

VideoManager EL delivers benefits to all aspects of video evidence management. From streamlining the evidence review process to automatically maintaining your stored data, VideoManager EL makes evidence management as efficient as possible. With VideoManager EL, you minimize the amount of time spent manually managing evidence, allowing your team to spend more time in the field.

Simplified Evidence Review

VideoManager EL makes evidence review easier by allowing you to upload captured video and audio from your in-field devices, sharing important information that groups relevant evidence together. This information includes a recording's date and time, device used to capture, event ID, officer name and event type. Incidents recorded from several devices can be found easily and viewed at the same time, eliminating the task of reviewing irrelevant footage.

Its built-in media player includes a visual display of incident data, allowing you to view moments of interest, such as when lights, sirens or brakes were activated during the event timeline, status of cameras and microphones and patrol speed graph.

Other relevant files, such as PDFs, spreadsheets, reports, third-party videos, audio recordings, pictures, drawings and applicable external files can also be grouped together and stored under a specific case entry, allowing all pertinent information to be stored together in Evidence Library.

Easy Evidence Sharing

VideoManager EL empowers you to easily share information in the evidence review or judiciary sharing process by exporting evidence data. It is capable of searching for data using various criteria, including import, export, playback, download, share and modification dates, allowing users to quickly find relevant evidence.



Automatic Data Maintenance

VideoManager EL lets you automatically organize the evidence data you store, allowing you to save time that would be spent manually managing it. It can schedule the automatic movement or purging of events on any basis, based on how you want to configure the system.

Security groups and permissions are easily set up in VideoManager EL, allowing you to grant individuals access to evidence on an as-needed basis.

Integration with In-Car and Body-Worn Cameras

Officers on the road are able to automatically upload encrypted video from in-car systems and body cameras. This eliminates the need for trips to and from the station solely for uploading data into the system.

Video and audio captured by M500, V300, 4RE and VISTA camera systems are automatically linked in VideoManager EL based on time and location. You can then utilize synchronized playback and export of video and audio from multiple devices in the same recording group, where video and audio streams can be matched together.

Optional Live Video Streaming

VideoManager EL integrates with SmartControl, an optional mobile application for Android and iOS that allows officers to review video evidence from their smartphone or tablet while they're still in the field.

SmartControl also allows officers to categorize recordings using event tags, stream live video from and change camera settings, such as adjusting field of view, brightness, and audio levels.

SmartConnect, an optional smartphone application, provides VISTA body-worn camera users with immediate in-field access to their body cameras. SmartConnect includes the ability to pair with VISTA cameras, adjust officer preferences, categorize recordings with incident IDs and case numbers, and play back recordings.

DEVICE MANAGEMENT

Agencies using VideoManager EL can assign users to devices, track them and streamline shift changes. You can easily manage, configure, update firmware and deploy in-car and body-worn cameras. Individual preference settings can be configured based on user profiles, allowing quick device transactions within a pooled or assigned device system. VideoManager EL also enables devices to be quickly exchanged between officers during shift changes. This minimizes the number of devices needed for your fleet.

Device Tracking

You can easily manage, configure and deploy your in-car and body-worn cameras in VideoManager EL. Devices can be assigned to personnel within VideoManager EL and tracked, helping agencies keep track of which users have specific devices.

Faster Shift Changes

VideoManager EL's Rapid Checkout Kiosk feature allows agencies using a pooled camera system to use fewer cameras. Cameras can be checked out at the start of a shift using an easy-to-use interface.



At the end of the shift, the camera can be returned to its dock, where the video is automatically uploaded and the camera is made ready to be checked out and used for the next shift.

Devices can also be configured to remember individual preference settings for each user, including haptic and audible alert volume level, screen brightness and camera aim. These settings are applied whenever a device is assigned to a specific officer. A variety of settings within VideoManager EL also enable you to configure devices to operate in alignment with your agency's policies and procedures.



MOBILE VIDEO PRODUCTS NEW SYSTEM STATEMENT OF WORK

OVERVIEW

This Statement of Work (SOW) outlines the responsibilities of Motorola Solutions, Inc. (Motorola) and the Customer for the implementation of body-worn camera(s) and/or in-car video system(s) and your digital evidence management solution. For the purpose of this SOW, the term "Motorola" may refer to our affiliates, subcontractors, or certified third-party partners. A third-party partner(s) (Motorola-certified installer) will work on Motorola's behalf to install your in-car video system(s) (if applicable).

This SOW addresses the responsibilities of Motorola and the Customer that are relevant to the implementation of the hardware and software components listed in the Solutions Description. Any changes or deviations from this SOW must be mutually agreed upon by Motorola and the Customer and will be addressed in accordance with the change provisions of the Contract. The Customer acknowledges any changes or deviations from this SOW may incur additional cost.

Motorola and the Customer will work to complete their respective responsibilities in accordance with the Project Schedule. Any changes to the Project Schedule must be mutually agreed upon by both parties in accordance with the change provisions of the Contract.

Unless specifically stated, Motorola will perform the work remotely. The Customer will provide Motorola personnel with access to their network and facilities so Motorola is able to fulfill its obligations. All work will be performed during normal business hours based on the Customer's time zone (Monday through Friday from 8:00 a.m. to 5:00 p.m.).

The number and type of software subscription licenses, products, or services provided by Motorola are specifically listed in the Contract and referenced in the SOW. Services provided under this SOW are governed by the mutually executed Contract between the parties, or Motorola's Master Customer Agreement and applicable addenda ("Contract").

AWARD, ADMINISTRATION, AND PROJECT INITIATION

Project Initiation and Planning will begin following the execution of the Contract between Motorola and the Customer. At the conclusion of Project Planning, Motorola's Project Manager (PM) will begin status meetings and provide status reports on a regular cadence with the Customer's PM. The status report will provide a summary of activities completed, activities planned, progress against the project schedule, items of concern requiring attention, as well as, potential project risks and agreed upon mitigation actions.

Motorola utilizes Google Meet as its teleconference tool. If the Customer desires to use an alternative teleconferencing tool, any costs incurred from the use of this alternate teleconferencing tool will be the responsibility of the Customer.

FBI-CJIS SECURITY POLICY – CRIMINAL JUSTICE INFORMATION

CJIS Security Policy Compliance

Motorola does not believe our Mobile Video offerings (i.e. in-car/body-worn cameras) require compliance with the FBI-CJIS Security Policy (CJISSECPOL) based on the definition in Section 4 of CJISSECPOL and how the FBI-CJIS defines Criminal Justice Information. However, Motorola does design its products with the CJISSECPOL



security controls as a guide. Motorola's Mobile Video system design and features support best practice security controls and policy compliance. In the event of a CJIS technical audit request, Motorola will support the Customer throughout this process.

Personnel Security – Background Screening

Motorola will assist the Customer with completing the CJIS Security Policy Section 5.12 Personnel Security related to authorized personnel background screening when requested to do so by the Customer. Based on Section 5.12, a Motorola employee is defined as someone who is required to be on the Customer's property with unescorted access. Motorola employees will also have access to the Customer's network(s) and stored information. Motorola has remote access tools to support virtual escorted access to on-premises customer assets.

Additionally, Motorola performs independent criminal background investigations including name based background checks, credential and educational vetting, credit checks, U.S. citizen and authorized worker identity verification on its employees.

Motorola will support the Customer in the event of a CJIS audit request to validate employees assigned to the project requiring CJIS Section 5.12 Personnel Security screening and determine whether this list is up to date and accurate. Motorola will notify the Customer within 24 hours or next business day of a personnel status change.

Security Awareness Training

Motorola requires all employees who will support the Customer to undergo Level 3 Security Awareness Training provided by Peak Performance and their CJIS online training platform. If the Customer does not have access to these records, Motorola can facilitate proof of completion. If the Customer requires additional and/or separate training, Motorola will work with the Customer to accommodate this request at an additional cost.

CJIS Security Addendum

Motorola requires all employees directly supporting the Customer to sign the CJIS Security Addendum if required to do so by the Customer.

Third Party Installer

The Motorola-certified third party installer will work independently with the Customer to complete the Section 5.12 Personnel Security checks, complete Security Awareness Training and execute the CJIS Security Addendum.

COMPLETION CRITERIA

The project is considered complete once Motorola has completed all responsibilities listed in this SOW. The Customer's task completion will occur based on the Project Schedule to ensure Motorola is able to complete all tasks without delays. Motorola will not be held liable for project delays due to incomplete Customer tasks.

The Customer must provide Motorola with written notification if they do not accept the completion of Motorola responsibilities. Written notification must be provided to Motorola within ten (10) business days of task completion. The project will be deemed accepted if no written notification is received within ten (10) business days.

In the absence of written notification for non-acceptance, beneficial use will occur thirty (30) days after functional demonstration of the system.



SUBSCRIPTION SERVICE PERIOD

If the contracted system includes a subscription, the subscription service period will begin upon the Customer's receipt of credentials for access. The provision and use of the subscription service is governed by the Contract.

PROJECT ROLES AND RESPONSIBILITIES OVERVIEW

Motorola Project Roles and Responsibilities

The Motorola Project Team will be assigned to the project under the direction of the Motorola PM. Each team member will be engaged in different phases of the project as necessary. Some team members will be multi-disciplinary and may fulfill more than one role.

In order to maximize effectiveness, the Motorola Project Team will provide various services remotely by teleconference, web-conference, or other remote method in order to fulfill our commitments as outlined in this SOW.

Our experience has shown customers who take an active role in the operational and educational process of their system realize user adoption sooner and achieve higher levels of success with system operation. The subsections below provide an overview of each Motorola Project Team Member.

Project Manager (PM)

The PM will be the principal business representative and point of contact for Motorola. The PM's responsibilities may include but are not limited to:

- Manage Motorola responsibilities related to the delivery of the project.
- Maintain the Project Schedule, and manage assigned Motorola personnel, subcontractors, and suppliers as applicable.
- Coordinate schedules of assigned Motorola personnel, subcontractors, and suppliers as applicable.
- Conduct equipment inventory if applicable.
- Maintain project communications with the Customer.
- Identify and manage project risks.
- Coordinate collaboration of Customer resources to minimize project delays.
- Evaluate project status against Project Schedule.
- Conduct status meetings on mutually agreed upon dates to discuss project status.
- Provide timely responses to Customer inquiries and issues related to project progress.
- Conduct daily status calls with the Customer during Go-Live.

Post Sales Engineer

The Post Sales Engineer will work with the Customer's Project Team on:

- Discovery validation.
- System provisioning.
- Covers the IT portion of the Project Kickoff Call with the Customer.
- Contracted data migration between two disparate digital evidence management systems (if applicable).



System Technologist (ST)

The ST will work with the Customer's Project Team on:

- Configure Customer's digital evidence management system.
- Inspect installation and configure hardware devices.
- Provide instructions to the Customer on how to configure the hardware.
- Review Deployment Checklist with the Customer.
- Develop and submit a Trip Report.
- Update Customer IP Map.

Professional Services Engineer (if applicable)

The Professional Services Engineer is engaged on projects that include integration between Motorola's digital evidence management system and the Customer's third-party software application. Their responsibilities include:

- Delivery of the interface between Motorola's digital evidence management system and the Customer's third-party software (e.g. CAD).
- Work with the Customer to access required systems/data.

Application Specialist (if applicable)

The Application Specialist will work with the Customer Project Team on system provisioning and education. The Application Specialist's responsibilities include but are not limited to:

- Deliver provisioning education and guidance to the Customer for operating and maintaining their system.
- Provide product education as defined by this SOW and described in the Education Plan.
- Provide on-site training based on the products the Customer purchased.

Technical Trainer / Instructor

The Technical Trainer / Instructor provides training on-site or remote depending on the training topic and deployment services purchased.

Motorola-Certified Installer

The Motorola-certified installer is primarily responsible for installing in-car video systems (ICVs) into Customer vehicles. There are specific requirements the 3rd party partner must meet in order to be considered a Motorola-certified installer, and they include the following:

- **Required Training**
 - WTG0501 - M500 Vehicle Installation Certification (Remote) or WTG0503 - M500 Vehicle Installation Certification (Live)
 - Needs to be renewed yearly.
 - Needs to be submitted to the PM by the technician completing the installation no less than thirty (30) days prior to the installation.
 - Review of any previous Motorola Solutions Technical Notifications (MTNs).
- **Optional Training**
 - WGD00186 - M500 Installation Overview and Quick Start (NA)
 - Not required for installation. Available for the installing technician.
 - WGD00177 - M500 In-Car Video System Installation Guide
 - Not required for installation. Available for the installing technician.
 - MN010272A01 - M500 In-Car Video System Basic Service Manual



- Not required for installation. Available for the installing technician.

Other responsibilities the Motorola-certified installer may be involved in include the installation of cellular routers or Access Points. These activities will only be completed by Motorola if Motorola quotes these services; otherwise, the completion of these services are solely the responsibility of the Customer.

Customer Support Services Team

The Customer Support Services Team will provide on-going support to the Customer following Go-Live and final acceptance of the project.

Customer Project Roles and Responsibilities

Motorola has defined key resources that are critical to this project and must participate in all the activities defined in this SOW. During the Project Planning phase, the Customer will be required to provide names and contact information for the roles listed below. It is critical that these resources are empowered to make decisions based on the Customer's operational and administration needs. The Customer Project Team will be engaged from Project Initiation through Beneficial Use of the system. In the event the Customer is unable to provide the resources identified in this section, Motorola may be able to supplement these resources at an additional cost.

Project Manager

The PM will act as the primary point of contact for the duration of the project. In the event the project involves multiple locations, Motorola will work exclusively with the Customer's primary PM. The PM's responsibilities will include, but are not limited to:

- Communicate and coordinate with other project participants.
- Manage the Customer Project Team including subcontractors and third-party vendors. This includes timely facilitation of tasks and activities.
- Maintain project communications with the Motorola PM.
- Identify tasks required of Customer staff that are outlined in this SOW and the Project Schedule.
- Consolidate all project inquiries from Customer staff to present to Motorola PM.
- Approve a deployment date offered by Motorola.
- Review Project Schedule with the Motorola PM and finalize tasks, dates, and responsibilities.
- Measure and evaluate progress against the Project Schedule.
- Monitor project to ensure resources are available as required.
- Attend status meetings.
- Provide timely responses to issues related to project progress.
- Liaise and coordinate with other agencies, Customer vendors, contractors, and common carriers.
- Review and administer change control procedures, hardware and software certification, and all related project tasks required to meet the deployment date.
- Ensure Customer vendors' readiness ahead of the deployment date.
- Assign one or more personnel to work with Motorola staff as needed for the duration of the project, including one or more representatives from the IT department.
- Identify a resource with authority to formally acknowledge and approve milestone recognition certificates, as well as, approve and release payments in a timely manner.
- Provide Motorola personnel with access to all Customer facilities where system equipment is to be installed. Temporary identification cards are to be issued to Motorola personnel, if required for access.
- Ensure remote network connectivity and access for Motorola resources.



- Assume responsibility for all fees pertaining to licenses, inspections and any delays associated with inspections due to required permits as applicable to this project.
- Provide reasonable care to prevent equipment exposure from contaminants that may cause damage to the equipment or interruption of service.
- Ensure a safe working environment for Motorola personnel.
- Identify and manage project risks.
- Provide signature(s) of Motorola-provided milestone recognition certificate(s) within ten (10) business days of receipt.

IT Support

IT Support manages the technical efforts and ongoing activities of the Customer's system. IT Support will be responsible for managing Customer provisioning and providing Motorola with the required information for LAN, WAN, server and client infrastructure.

The IT Support Team responsibilities include but are not limited to:

- Participate in delivery and training activities to understand the software and functionality of the system.
- Participate with Customer Subject Matter Experts (SMEs) during the provisioning process and associated training.
- Authorize global provisioning decisions and be the Point of Contact (POC) for reporting and verifying problems.
- Maintain provisioning.
- Implement changes to Customer infrastructure in support of the proposed system.

Video Management Point of Contact (POC)

The Video Manager POC will educate users on digital media policy, participate in Discovery tasks, and complete the Video Management Administration training. The Customer is responsible for its own creation and enforcement of media protection policies and procedures for any digital media created, extracted, or downloaded from the digital evidence management system.

Subject Matter Experts (SMEs)

SMEs are a core group of users involved with the analysis, training and provisioning process, including making decisions on global provisioning. The SMEs should be experienced users in their own respective field (evidence, dispatch, patrol, etc.) and should be empowered by the Customer to make decisions based on provisioning, workflows, and department policies related to the proposed system.

Training POC

The Training POC will act as the course facilitator and is considered the Customer's educational monitor. The Training POC will work with Motorola when policy and procedural questions arise. They will be responsible for developing any agency specific training material(s) and configuring new users on the Motorola Learning eXperience Portal (LXP) system. This role will serve as the first line of support during Go-Live for the Customer's end users.



General Customer Responsibilities (if applicable)

In addition to the Customer responsibilities listed above, the Customer is responsible for the following:

- All Customer-provided equipment, including third-party hardware and software needed for the proposed system but not listed as a Motorola deliverable. Examples include end user workstations, network equipment, etc.
- Configure, test, and maintain third-party system(s) that will interface with the proposed system.
- Establish an Application Programming Interface (API) for applicable third-party system(s) and provide documentation that describes the integration to the Motorola system.
- Coordinate and facilitate communication between Motorola and Customer third-party vendor(s) as required.
- Motorola-certified installers must be certified through LXP for remote or in person installation training. The Customer is responsible for work performed by non-certified installers.
- Upgrades to Customer's existing system(s) in order to support the proposed system.
- Mitigate the impact of upgrading Customer third-party system(s) that will integrate with the proposed system. Motorola strongly recommends working with the Motorola Project Team to understand the impact of such upgrades prior to taking action.
- Active participation of Customer SMEs during the course of the project.
- Electronic versions of any documentation associated with business processes identified.
- Providing a facility with the required computer and audio-visual equipment for training and work sessions.
- Ability to participate in remote project meetings using Google Meet or a mutually agreed upon Customer-provided remote conferencing tool.

Motorola is not responsible for any delays that arise from Customer's failure to perform the responsibilities outlined in this SOW or delays caused by Customer's third-party vendor(s) or subcontractor(s).

NETWORK AND HARDWARE REQUIREMENTS

The following requirements must be met by the Customer prior to Motorola installing the proposed system:

- Provide network connectivity for the transfer and exchange of data for the proposed system.
- Provide Virtual Private Network (VPN) remote access for Motorola personnel to configure the system and conduct diagnostics.
- Provide Internet access to server(s).
- Provide devices such as workstations, tablets, and smartphones with Internet access for system usage. Chrome is the recommended browser for optimal performance. The workstations must support MS Windows 11 Enterprise.
- Provide and install antivirus software for workstation(s).
- Provide Motorola with administrative rights to Active Directory for the purpose of installation, configuration, and support.
- Provide all environmental conditions such as power, uninterruptible power sources (UPS), HVAC, firewall and network requirements.
- Ensure required traffic is routed through Customer's firewall.

Motorola is not responsible for any costs or delays that arise from Customer's failure to meet network and hardware requirements.



PROJECT PLANNING

A clear understanding of the needs and expectations of Motorola and the Customer is critical to fostering a collaborative environment of trust and mutual respect. Project Planning requires the gathering of specific information to set clear project expectations and guidelines, as well as lay the foundation for a successful implementation.

PROJECT PLANNING SESSION

A Project Planning Session will be scheduled after the Contract has been executed. The Project Planning Session is an opportunity for the Motorola and Customer PM to meet prior to the Project Kickoff Meeting and review key elements of the project and expectations. Depending on the items purchased, the agenda will typically include:

- A high level review of the following project elements:
 - Contract documents.
 - A summary of contracted applications and hardware as purchased.
 - Customer's involvement in project activities to confirm understanding of scope and required time commitments.
 - A high level Project Schedule with milestones and dates.
- Confirm CJIS background investigations and fingerprint requirements for Motorola employees and/or subcontractors.
- Determine Customer location for Motorola to ship their equipment for installation.

Motorola Responsibilities

- Schedule the remote Project Planning Session.
- Request the assignment of Customer Project Team and any additional Customer resources that are instrumental to the project's success.
- Provide the initial Project Schedule.
- Baseline the Project Schedule.
- Review Motorola's delivery approach and its reliance on Customer-provided remote access.
- Document mutually agreed upon Project Kickoff Meeting Agenda.
- Request user information required to establish the Customer in LXP.

Customer Responsibilities

- Identify Customer Project Team and any additional Customer resources that are instrumental to the project's success.
- Acknowledge the mutually agreed upon Project Kickoff Meeting Agenda.
- Provide approval to proceed with the Project Kickoff Meeting.

Motorola Deliverables

- Project Kickoff Meeting Agenda.

PROJECT KICKOFF

Motorola will work with the Customer to understand the impact of introducing a new solution and the preparedness needed for a successful implementation.



Note – The IT Questionnaire is completed during the pre-sales process and prior to Contract award. The IT Questionnaire is given to Motorola at the time of offer acceptance. Delay in completing the IT Questionnaire may delay shipment of equipment. Motorola will not be responsible for any delays associated with or related to the completion of the IT Questionnaire.

Motorola Responsibilities

- Review Contract documents including project delivery requirements as described in this SOW.
- Discuss the deployment start date and deliver the Deployment Checklist.
- Discuss vehicle equipment installation activities and responsibilities.
- Discuss the equipment inventory process (if applicable).
- Discuss project team participants and their role(s) in the project with fulfilling the obligations of this SOW.
- Review resource and scheduling requirements.
- Discuss Motorola remote system access requirements (24-hour access to a secured two-way Internet connection through the Customer's firewall for the purpose of deployment and maintenance).
- Discuss and deliver the Business Process Review (BPR) Workbook.
- Complete all necessary documentation (i.e. fingerprints, background checks, card keys, etc.) required for Motorola resources to gain access to Customer facilities.
- Discuss the LXP training approach.
- Provide designated Customer administrator with access to LXP.
- Review and agree on completion criteria and the process for transitioning to support.

Customer Responsibilities

- Provide feedback on project delivery requirements.
- Review the Deployment Checklist.
- Review the roles of project participants to identify decision-making authority.
- Provide VPN access to Motorola personnel to facilitate delivery of services described in this SOW.
- Validate non-disclosure agreements, approvals, and other related items are complete (if applicable).
- Provide all documentation (i.e. fingerprints, background checks, card keys, etc.) required for Motorola resources to gain access to Customer facilities.
- Provide Motorola with names and contact information to the designated LXP Administrator(s).

Motorola Deliverables

- Project Kickoff Meeting Minutes.
- BPR Workbook.
- Deployment Checklist.

DISCOVERY TELECONFERENCE

During the Discovery Teleconference, Motorola will meet with the Customer to define system configuration, as well as, agency recording and retention policies. This information will be documented in the Business Process Review (BPR) Workbook, which is used as a guide for configuration and provisioning decisions.

Motorola Responsibilities

- Facilitate Discovery Teleconference(s).
- Review and complete BPR Workbook with the Customer.



- Confirm Customer-provided configuration inputs.

Customer Responsibilities

- Gather and review information required to complete the BPR Workbook during the Discovery Teleconference.
- Schedule Customer Project Team and SMEs to attend the Discovery Teleconference. SMEs should be present to weigh-in on hardware, software and network components. Customer attendees should be empowered to convey policies and make modifications to policies as necessary.
- Return completed BPR Workbook no later than five (5) business days after the conclusion of the Discovery Teleconference.

Motorola Deliverables

- Completed BPR Workbook.



PROJECT EXECUTION

HARDWARE PROCUREMENT AND INSTALLATION

Motorola will procure contracted hardware as part of the ordering process. The hardware will be configured with a basic profile in line with the information provided by the IT Questionnaire or Discovery Teleconference for installation and configuration of the system. The Customer is responsible for providing an installation environment that meets manufacturer's specifications for the hardware, which includes but is not limited to:

- Power
- Heating and Cooling
- Network Connectivity
- Access and Security
- Conduit and Cabling

Motorola Responsibilities

- Procure contracted equipment and ship to the Customer's designated location.
- Inventory equipment after arrival at Customer location (if applicable).
- Install backend server in Customer's designated area (if applicable).
- Conduct a power-on test to validate the installed hardware and software are ready for configuration.
- Verify remote connection to hardware.
- For an on-site deployment, Motorola will be responsible for verifying the body-worn camera Transfer Stations are connected to the Customer's network. The Customer is responsible for ensuring Motorola has the correct IP address(es) for configuring the Transfer Stations, and the Customer's network is operational.
- The installer will be responsible for installing the Access Point(s) (APs) if provided by Motorola (if applicable).
- The ST will verify whether the AP(s) are properly installed and connected to the network (if applicable).
- Create a Trip Report outlining the activities completed during configuration and testing of system hardware.

Customer Responsibilities (if applicable)

- Procure Customer-provided equipment and make it available at the installation location.
- Confirm the server room complies with environmental requirements (i.e. power, uninterruptible power, surge protection, heating/cooling, etc.).
- Verify the server is connected to the Customer's network.
- Provide, install, and maintain antivirus software for server(s) and/or workstation(s).
- Enable outgoing network connection (external firewall) to the CommandCentral cloud by utilizing the Customer's Internet connection (if applicable).
- Install Customer-supplied APs (if applicable).
- Verify APs are properly installed and connected to the network (if applicable).
- For remote deployments, the Customer is responsible for verifying the body-worn camera Transfer Stations are connected to their network.
- Confirm access to installed software on Customer-provided workstation(s).
- For body-worn cameras, the Customer will verify whether the Transfer Station(s) are connected to their network.

Motorola Deliverables

- Contracted Equipment.



- Equipment Inventory (if applicable).

In-Car Video System Configuration (if applicable)

The Motorola-certified installer will complete the installation of the in-car video (ICV) system(s) within the Customer-provided vehicle(s). The installer may also be responsible for installing cellular routers or WiFi radios inside the vehicle(s) for wireless upload of video to the Customer's digital evidence management system.

The Customer vehicles must be available for the ST to complete the configuration and testing of the contractual number of ICVs. If the Customer does not have all vehicles available during the agreed upon date and time, the Customer may opt to sign-off on the number of ICV configurations completed. If the Customer requires the ST to complete the full contractual number of ICVs at a later date and time, additional cost may be incurred. **Table 1-1** shows the number of ICVs an ST is contractually obligated to configure and test based on the number of ICVs purchased.

Table 1-1: Number of Contractual ICV Configurations

Number of ICV Purchased	Number of ICV to Test
1	1
2	2
3	3
4	4
5 - 25	5
26 - 50	10
51 - 75	15
76 - 100	20
101 - 150	30
151 - 200	40
201+	20%

Note – The Pricing Page will reflect in-car video installation services by Motorola if Motorola is responsible for the vehicle installations.

Motorola Responsibilities

- Setup server for ICV digital video recorder (DVR) configuration.
- Create configuration USB used to complete ICV hardware configuration and validation.
- Travel to the Customer site to conduct configuration and testing of ICVs.
- Complete ICV configuration on a single vehicle, and validate the configuration with the Customer.
- Receive Customer approval to proceed with remaining ICV configurations.
- Complete remaining contracted vehicle configurations.
- Test a subset of completed ICV hardware configurations.



- For Motorola-certified installer, complete the installation of cellular router and confirm placement of antenna mounting with Customer (if applicable).
- The Motorola-certified installer will install Customer-provided SIM card into cellular router and connect cellular router to ICV (if applicable).
- Activities surrounding ICV (M500) interface to Automatic License Plate Recognition (ALPR) (if applicable).
 - Install Car Detector Mobile MDC Software on Customer-provided mobile data terminal (MDT) within the vehicle.
 - Configure MDC Network Card.

Customer Responsibilities

- Provide Motorola with remote connection and access credentials to complete ICV hardware configuration.
- Notify Motorola of the vehicle installation location.
- Coordinate and schedule date and time for ICV hardware configuration(s).
- Make ICV hardware available to Motorola for configuration and testing in accordance with the Project Schedule.
- Provide cellular SIM Card for Internet connectivity to the installer at time of vehicle installation.

Motorola Deliverables

- Complete Functional Validation Plan as it applies to the proposed solution.

NOTE - The Customer is responsible for having all vehicles and devices available for installation per the Project Schedule. All cellular data fees and Internet connectivity charges are the responsibility of the Customer. If a Motorola-certified installer is not used to install the ICV(s), Motorola is not responsible for any errors in hardware installation, performance or delays in the Project Schedule. In the event the Customer takes on the responsibility of installing the ICV(s) through a Motorola-certified installer, Motorola is also not responsible for any errors in hardware installation, performance or delays in the Project Schedule. For ALPR installations, an MDT is required for all vehicles (if applicable).

Body Worn Camera Configuration (if applicable)

The Transfer Station will be utilized to configure each body-worn camera according to the Business Process Review. In order for this process to be successfully completed, the Transfer Station must be connected to the Customer's digital evidence management system. The table below shows the number of body-worn cameras an ST is contractually obligated to configure and test based on the number of body-worn cameras purchased.

Table 1-2: Number of Contractual Body-Worn Camera Configurations

Number of BWC Purchased	Number of BWC to Test
1	1
2	2
3	3
4	4
5 - 25	5
26 - 50	10



Number of BWC Purchased	Number of BWC to Test
51 - 75	15
76 - 100	20
101 - 150	30
151 - 200	40
201+	20%

Motorola Responsibilities

- Configure Transfer Station(s) for connectivity to the digital evidence management system.
- Verify the Transfer Station(s) is configured properly and connected to the network.
- Configure body-worn camera(s) within the digital evidence management system.
- Check out body-worn camera(s) and create a test recording.
- Verify completion of upload from body-worn camera(s) after it is docked in a Transfer Station or USB dock.
- Install and provide a demonstration of client software as part of the same on-site engagement as Go-Live, unless otherwise outlined in this SOW.

Customer Responsibilities

- Select physical location(s) for Transfer Station(s).
- Provide and install workstation hardware.
- Complete installation of client software on remaining workstations and mobile devices.
- Validate functionality of components and solution utilizing the Deployment Checklist.
- Provide Motorola remote connection information and necessary credentials.

Automatic License Plate Recognition (ALPR) Commissioning (if applicable)

This section highlights the responsibilities of Motorola and the Customer when an in-car video system interfaces with the Law Enforcement Archival Report Network (LEARN) database.

Motorola Responsibilities

- Create a Customer account in the LEARN system with user emails.
- Verify the Customer has installed and launched the Vigilant Car Detector Mobile Software per the Vigilant LEARN Quickstart Guide.
- Provide Mobile LPR - Officer Safety Basic and Advanced Pre-Installation Checklist.
- Provide Agency Manager with Training Materials and Car Detector Mobile MDC software installation guide.
- Advise Agency Manager of different options available to add new users.
- Confirm Agency Manager is aware of registration required for Hotlists.
- Confirm Agency Manager understands how to set up data-sharing.

Customer Responsibilities

- Identify the Agency Manager.
- Register to receive access to Hotlists.



SOFTWARE INSTALLATION AND CONFIGURATION

Motorola will install VideoManager Evidence Library (EL) software on a specified number of workstations dictated by the Contract. The Customer will be responsible for installing the software on the remaining workstations. Provisioning of VideoManager EL software will be done in accordance with the information contained in the BPR Workbook.

Installation of VideoManager EL software consists of the following activities:

- Delivery and installation of server hardware (if applicable).
- Network discovery.
- Operating system and software installation.
- Onboarding user / group identity set up.
- Provide access to the application.

VideoManager EL (if applicable)

The VideoManager EL software is an on-premises solution that requires an onsite server and supports both body worn cameras and in-car video systems.

Motorola Responsibilities

- Install software on a specified number of customer workstations and/or mobile devices.
- Use information provided in the BPR Workbook to configure VideoManager EL software.
- Test software using applicable portions of the Functional Validation Plan.
- Provide instruction on client software USB utility.

Customer Responsibilities

- Provide a network environment that conforms to the requirements presented in the Solution Description.
- Procure and install server and storage hardware at desired location in accordance with Solution Description requirements.
- Perform a power on test with Motorola.
- Provide assigned Motorola System Administrator with access to SQL database for installation purposes (Motorola's access will be revoked upon conclusion of the installation).
- For Active Directory integration, provide domain user (service account), security group (for application administrators including service account), and domain read access (if applicable).
- Provide workstation and/or mobile device hardware in accordance with specifications listed in the Solution Description.
- Complete online training.
- Complete installation of client software on remaining workstations and/or mobile devices.

VideoManager ELC (if applicable)

VideoManager ELC software is a cloud solution that does not require an onsite server and supports both body-worn cameras and in-car video systems.

Motorola Responsibilities

- Use information provided in BPR Workbook to configure VideoManager ELC software.
- Based on Customer feedback, perform the following activities:



- Create users, groups, and setup permissions.
- Create event categories.
- Set retention policies.
- Test software using applicable portions of the Functional Validation Plan.
- Ensure training POC can access the system.

Customer Responsibilities

- Verify traffic can be routed through Customer's firewall and reaches end user workstations.

CloudConnect Installation and Configuration (applicable for CommandCentral Aware purchase)**Motorola Responsibilities**

- Verify remote access capability.
- Remotely configure CloudConnect Virtual Machine within the Cloud Anchor Server.
- Configure network connectivity and test connection to the CloudConnect Virtual Machine.
- Create an IPSEC tunnel.
- Provide Customer with the information for setting up the IPSEC tunnel.

Customer Responsibilities

- Provide Motorola with two static IP addresses, corresponding subnet masks/default gateway, and available NTP and DNS IP for the CloudConnect Virtual Machine and the Cloud Anchor Server.
- Confirm with Motorola the network performance requirements are met.
- Configure firewall to allow traffic from IPSEC tunnel.

Completion Criteria

- CloudConnect Virtual Machine configuration is complete and accessible throughout the network.

CommandCentral Evidence (if applicable)

Motorola will work with the Customer to determine best industry practices, current operations environment, and subsystem integration to ensure optimal configuration of your CommandCentral Evidence solution.

Motorola Responsibilities

- Use the CommandCentral Admin Portal to provision users, groups, and rules based on Customer Active Directory data.
- Guide the Customer in the configuration of CommandCentral Evidence.

Customer Responsibilities

- Supply access and credentials to Customer's Active Directory for the purpose of Motorola conducting CommandCentral Evidence provisioning.
- Respond to Motorola's inquiries regarding users, groups and agency mapping to CommandCentral Evidence.
- Provision policies, procedures, and user permissions.
- Configure evidence as directed by Motorola.



DATA MIGRATION SERVICES (IF APPLICABLE)

The Customer is responsible for partitioning data to be converted from a legacy or on-premises digital evidence management system to an on-cloud solution as part of this offer. The Customer will have ten (10) business days to provide feedback after Motorola validates the migrated data. If feedback is not received on or before ten (10) business days, Motorola will assume the migration is complete.

Motorola Responsibilities

- Receive access to Customer video data.
- Perform contracted data migration and validation.

Customer Responsibilities

- Provide remote access to partitioned data to be migrated.
- Validate migrated dataset, and provide Motorola with feedback within ten (10) business days.

Completion Criteria

- A migrated dataset as defined in the Contract.

DEMS INTEGRATIONS AND THIRD-PARTY INTERFACES (IF APPLICABLE)

The integration between Motorola's digital evidence management system and the Customer's third-party system may consist of an iterative series of activities depending on the complexity of accessing the third-party system. Interfaces will be installed and configured in accordance with the Project Schedule. The Customer is responsible for engaging third-party vendors as required to facilitate connectivity and testing of the interface(s).

Motorola Responsibilities

- Develop and configure interface(s) to support the functionality described in the Solution Description.
- Establish and validate connectivity between Motorola and third-party systems.
- Perform functional demonstration to confirm the interface(s) can transmit and receive data to the Customer's digital evidence management system.

Customer Responsibilities

- Act as liaison between Motorola and third-party vendor(s) as required to establish connectivity to the digital evidence management system.
- Provide personnel authorized to make changes to the network and third-party systems to support Motorola's integration efforts.
- Provide network connectivity between digital evidence management system and the third-party system(s).
- Provide information on API, SDKs, data scheme, and any documentation necessary to establish interfaces with all local and remote systems. This information should be provided to the Motorola PM within ten (10) business days of the Interface Engagement Meeting.

NOTE - At the time of initial design, unknown circumstances, requirements or anomalies may present difficulties with interfacing Motorola products to a third-party application. These difficulties could result in a poorly performing or a non-functional interface. By providing Motorola with this information early in the deployment process, will put us in the best position to mitigate these potential issues. If the resolution requires additional third-party integration, application upgrades, APIs, and/or additional software licenses, the Customer is responsible for addressing these issues at their cost. Motorola is not responsible for any delays or costs associated with third-party applications or Customer-provided third-party hardware or software.



SYSTEM TRAINING

The objective of this section is to prepare for and deliver training. Motorola training consists of computer-based (online) and instructor-led (on-site or remote) depending on what is purchased. Our training delivery methods will vary depending on course content. Training will be delivered in accordance with the Education Plan. As part of our training delivery, Motorola will provide user guides and training materials in an electronic format.

ONLINE TRAINING (IF APPLICABLE)

Online training is made available to the Customer through LXP. This subscription service provides customers with unlimited access to our online training content and provides users with the flexibility of learning the content at their own pace. Training content is added and updated on a regular basis to keep information current.

Through LXP, a list of available online training courses, Motorola User Guides, and Training Material are accessible in electronic format.

Motorola Responsibilities

- Designate a LXP Administrator to work with the Customer.
- Establish an accessible instance of LXP for the Customer.
- Configure a Customer-specific portal view.
- Organize content to align with Customer's selected technologies.
- Create initial Customer user accounts and a single Primary Administrator account.
- During onboarding, assist the Customer with LXP usage.
- Provide technical support for user account and access issues, LXP functionality, and Motorola managed content.
- Provide instruction to Customer LXP Administrator on building groups.

Customer Responsibilities

- Provide user information for the initial creation of accounts.
- Complete LXP Administrator training.
- Ensure network and Internet connectivity for Customer access to LXP.
- Customer's primary LXP Administrator is required to complete the following self-paced training: LXP Introduction (LXP0001), LXP Primary Site Administrator Overview (LXP0002), and LXP Group Administrator Overview (LXP0003).
- Advise users on the availability of training through LXP.
- Ensure users complete LXP training in accordance with the Project Schedule.
- Build groups as needed.

INSTRUCTOR-LED TRAINING (ON-SITE AND REMOTE, IF APPLICABLE)

Instructor-led courses are based on products purchased and the Customer's Education Plan.

Motorola Responsibilities

- Deliver User Guides and training materials in an electronic format.
- Perform training in accordance with the Education Plan.



- Provide the Customer with training attendance rosters and summarize any pertinent information that may impact end user training.

Customer Responsibilities

- Supply classroom(s) based on the requirements listed in the Education Plan.
- Designate training representatives who will work with the Motorola trainer(s) to deliver the training content.
- Facilitate training of all Customer end users in accordance with the Customer's Education Plan.

Motorola Deliverables

- Electronic versions of User Guides and training materials.
- Attendance rosters.



PROJECT GO-LIVE, CLOSURE, AND HANDOVER TO SUPPORT

Motorola will utilize the Deployment Checklist throughout the deployment process to verify features and functionality are in line with installation and configuration requirements. The Customer will witness the ST demonstrating the Deployment Checklist and provide feedback as features and functionality are demonstrated. The Customer is considered Live on the system after the equipment has been installed, configured, and made available for use, and training has been delivered or made available to the Customer.

Upon the conclusion of Go-Live, the project is prepared for closure. Project closure is defined as the completion of tasks and the Customer's receipt of contracted components. The Deployment Checklist serves as the artifact that memorializes a project closure. A System Acceptance Certificate will be provided to the Customer for signature to formally close out the project. The Customer has ten (10) business days to provide Motorola with a signed System Acceptance Certificate. If the Customer does not sign off on this document or provide Motorola written notification rejecting project closure, the project will be deemed closed. Upon project closure, the Customer will engage with Technical Support for on-going needs in accordance with the Customer's specific terms and conditions of support.

Motorola Responsibilities

- Provide the Customer with Motorola Technical Support engagement process and contact information.
- Provide Technical Support with the contact information of Customer users who are authorized to engage Technical Support.
- Ensure Deployment Checklist is complete.
- Obtain Customer signature on the System Acceptance Certificate.
- Provide Customer survey upon closure of the project.

Customer Responsibilities

- Within ten (10) business days of receiving the System Acceptance Certificate, provide signatory approval signifying project closure.
- Provide Motorola with the contact information of users who are authorized to engage Motorola's Technical Support.
- Engage Technical Support as needed.

Motorola Completion Criteria

Provide Customer with survey upon closure of the project.



ASSUMPTIONS

This SOW is based on the following list of assumptions (if applicable):

- Videomanager EL Cloud (VMELC) must be connected to the Microsoft Entra ID (formally known as Microsoft Azure Active Directory) for user authentication to the VMELC application. Microsoft Entra ID can be synchronized with the Customer's on-premises Active Directory using Azure AD Connect. If the Customer is using Microsoft Office 365, Motorola will be able to integrate with this Microsoft Entra ID.
- Must be 2003 or later for Microsoft Entra ID integration.
- Upload Speed Requirements for Hardware Devices
 - 5 Mbps + 3 Mbps per additional device.
 - This assumes it will take 8 hours to upload 5 GB of video on a device.
 - 40-50 Mbps per concurrent uploading device.
 - This assumes video is required to upload within 30-40 minutes with approximately 5 GB to upload.
- If the Customer is supplying an upload server to temporarily store video, please verify the server complies with the specifications provided in the Solutions Description.
- By default, M500 ICVs and V300/V700 BWCs do not need an upload server for cloud deployments. An upload server may be required depending on how many devices are uploading concurrently and the need for the Customer to upload video evidence at a given speed.
- Upload appliance required if using 4REs or VISTA body worn cameras connected to VideoManager EL Cloud
- Cellular upload of ICVs and BWCs (if applicable) requires an Ethernet connection to an LTE modem in the vehicle.
- If the Customer is supplying a server for VideoManager EL (On-premises) solution, the Customer must verify the server is not a Domain Controller.
- VideoManager EL for on-premises cannot be installed on a server running Active Directory or Exchange applications on the Customer's network.
- The ICVs are configured with a hidden SSID and WPA2-AES Security with a 128-bit Pre-shared Key. If another type of security is desired, the Customer will be responsible for configuring these security requirements into the ICVs. This information must be supplied through the IT Questionnaire in order for the factory to configure the correct security requirements.
- If the Customer is supplying their own Access Point, it must be 5 GHz 802.11n compatible.



V700 BODY-WORN CAMERA SOLUTION DESCRIPTION

The V700 body-worn camera captures clear video and audio of every encounter from the user's perspective. Its continuous- operation capabilities allow constant recording, helping the user to capture every detail of each situation and create a reliable library of evidence for case-building and review. The V700 can stream live video and report real time GPS location through a built-in LTE modem, directly to the suite of CommandCentral applications.

The V700 is easy to operate, with four control buttons. Its innate Record-After-the-Fact® (RATF) technology enables the device to capture important video evidence that can be retrieved hours or days after an incident occurs, even if a recording is not triggered by the user or sensor. With RATF, officers can prioritize response to immediate threats versus manually activating their camera.



1.1. KEY FEATURES OF THE V700

- **Detachable Battery** – The V700's detachable battery allows officers to switch to a fully-charged battery if their shift goes longer than expected. Since the battery charges without being attached to the V700, the battery is kept fully charged in the dock ready for use. This feature is especially helpful for agencies that share body-worn cameras with multiple officers.
- **Wireless Uploading** – Recordings made by the V700 are uploaded to the agency's evidence management system via LTE. Upload over WiFi will be available soon. This enables easy transfer of critical recordings to headquarters for immediate review or long-term storage.
- **Real-time Location and Video Streaming** – With built-in LTE connectivity, the V700 paired with CommandCentral Aware will send location updates and stream live video to a dispatch center or Real Time Crime Center (RTCC) giving the agency a complete and accurate view of their officers for better coordination and quicker response times.
- **LTE Service Ready** – The V700 is approved for use on Verizon and FirstNet networks in the U.S. and Bell Mobility in Canada. The V700 will ship with a pre-installed SIM from both carriers, ready for service activation upon arrival with a data plan that best suits the agency's needs. LTE service activation would be on the agency's carrier account. Motorola Solutions does not provide LTE service for the V700 camera.
- **Data Encryption** – The V700 uses FIPS-140-2 compliant encryption at-rest and in-transit. This ensures recordings made by the agency's officers are secure from unauthorized access.
- **Record-After-The-Fact®** – Our patented Record-After-the-Fact® technology captures footage even when the recording function is not engaged. The camera user or admin can request video footage from a specific point in the past to be uploaded to the evidence management system, hours or even days after the event occurred.
- **Natural Field of View** – The V700 eliminates the fisheye effect from wide-angle lenses that warps video footage. Distortion correction ensures a clear and complete evidence review process. The V700's high quality, low light sensor captures an accurate depiction of recorded events, even in challenging lighting conditions.
- **SmartControl Application** – To maximize efficiency in the field, the Motorola Solutions SmartControl app enables V700 users to preview video recordings, add or edit tags, change camera settings and view live video from the camera. The app is available for both iOS and Android phones.
- **In-Field Tagging** – The V700 enables easy in-field event tagging. It allows officers to view event tags and save them to the appropriate category directly from the body-worn camera or via the SmartControl app.



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

- **Auto Activation** – The V700 body-worn camera(s) paired with an M500 or 4RE in-car video system(s) can form a recording group, which automatically starts recording when one of the devices begins to record. Each device can be configured to initiate a group recording using triggers like lights, sirens, doors, gun racks, and other auxiliary inputs. Up to eight V700s can form a recording group and collaborate on recordings, without a corresponding in-car video system, using similar triggers. Group recordings are uploaded and automatically linked to the evidence management system as part of one event.

1.2. V700 AND IN-CAR VIDEO INTEGRATION

The V700 integrates seamlessly with the M500 or 4RE in-car video systems, capturing video of an incident from multiple vantage points. This integration includes the following features:

- **Distributed Multi-Peer Recording** – Multiple V700 body-worn cameras and in-car video systems can form a recording group and based on the configuration, automatically start recording when one of the devices begins to record. Group recordings are uploaded and automatically linked to the evidence management system as part of one incident.
- **Automatic Tag Pairing** – Recordings captured by integrated V700 body-worn cameras and in-car video systems can be uploaded to the evidence management system with the same tags. From the in-car video system's display, videos can be saved under the appropriate tag category. The tag is then automatically shared with the V700 video and uploaded as part of one incident along with the officer's name.
- **Evidence Management Software** – When V700 body-worn cameras and in-car video systems record the same incident, the Motorola Solutions evidence management software automatically links those recordings based on officer name, date, and time overlap.
- **Additional Audio Source** – The V700 can serve as an additional audio source when integrated with the in-car video system. The V700 also provides an additional view of the incident and inherits the event properties of the in-car video system's record, such as officer name, event category, and more, based on configuration.

1.3. V700 AND APX RADIO INTEGRATION

Motorola Solutions' APX two-way radios can pair with V700 body-worn cameras to automate video capture through Bluetooth. When the APX's emergency mode button is pressed, or the ManDown feature is activated, the V700 is triggered to start recording immediately. The recording will continue until manually stopped by the officer via the start/stop button on the V700 or group in-car video system.

1.4. HOLSTER AWARE™ INTEGRATION

The V700 integrates with a Holster Aware™ sensor through Bluetooth. If configured, the sensor automatically prompts the V700 to record the moment the holstered equipment is drawn. The holster sensor information is stored with the V700 user profile and uploaded to the evidence management system. If the user is assigned to a different camera, the holster sensor information will be applied to the new camera. The holster sensor allows officers to record high-stress events as they unfold, without having to sacrifice situational awareness by manually activating the V700.



1.5. DOCKING STATIONS

The V700 has three docking options:



Transfer Station – The Transfer Station is built for large, multi-location agencies with large numbers of V700 cameras in service at any given time. It can charge up to eight fully assembled body-worn cameras or individual batteries. The eight docking slots include an LED indication of a battery charging and upload status. While the V700 charges, the Transfer Station can automatically offload recordings from the camera to the evidence management system via an integrated 2.5Gb switch. The Transfer Station connects directly to the LAN for fast offload of recorded events to storage, while charging the body-worn camera battery. The Transfer Station supports comprehensive device management capabilities, such as camera configuration, checkout and officer assignment options; rapid checkout, kiosk, and individual camera checkout; automatic firmware and configuration updates.



USB Base – The USB Base charges the battery of a single V700 or standalone battery pack. The USB Base can be mounted in a vehicle or attached to a desktop or Mobile Data Computer with 12V or USB connection for power. The USB Base has LED indications for battery charging status and upload, and an ambient light sensor for optimal LED brightness control from bright sunlight to the dim interior of a patrol car. When connected to a laptop or desktop computer, the USB Base can be used to upload recordings to the evidence management system, as well as, receive firmware and configuration updates.



Wi-Fi Base – The Wi-Fi Base is mounted in a vehicle. It facilitates V700 upload of video evidence to the evidence management system, firmware updates, communication between V700 and in-car video system group devices and charges fully assembled V700s or individual battery packs. It has LED indications of battery charging status and upload, and an ambient light sensor for optimal LED brightness control, from bright sunlight to the dim interior of a patrol car.

1.6.
MOUNTING SOLUTIONS

V700 is compatible with the entire line of V300 mounting solutions as depicted below.

WGP02798

WGA00669

WGA00668

WGP02697

WGP03088

WGP03085



Magnetic
Center Shirt
Mount



Tek-Lok Belt
Mount



Molle Locking
Mount



Shirt
Clip



Heavy
Jacket Clip



Heavy Jacket
Magnetic Mount



Finance Committee

Meeting Date: August 20, 2024
Meeting Time: 5:00 PM
Agenda Item No: 4.c
Item Description: Approval/EV Charger Station
Submitted By: Brad Favreau

Supporting Information/Documentation:

DOE Biddeford Allocation, RFB Biddeford EV Charging Station 2024 REVISED, All Pro EV Charger Bid 2024, Revision Energy EV Charger Bid 2024, EECBG EV Charging Station Mechanic's Park Location

Key Terms:

N/A

Executive Summary:

The Planning and Development Department requests consideration and approval of the installation of one dual-port electric vehicle charging stations on Water Street at Mechanic's Park by All Pro Electric of Haverhill Massachusetts, funded in full by a U.S. Department of Energy block grant.

Detailed Review:

As one of the ten most populous communities in Maine, the U.S. Department of Energy (DOE) has allocated Biddeford a grant in the amount of \$75,790 through the Energy Efficiency and Conservation Block Grant (EECBG) program. This is a non-competitive grant intended to increase energy conservation and resilience in communities across the country. This project was approved by the DOE on July 2, 2024.

The Climate Task Force reviewed this grant program, and voted to use these funds to install a Charge Point electric vehicle charging station in the downtown area. Charge Point stations are currently being used at City Hall and Public Works. This is a strong project as it promotes the transition to electric vehicles, meeting the goals of both Maine's climate action plan, *Maine Won't Wait*, and our own climate action plan completed late in 2023.

The Water Street location was selected because of its proximity to 3-phase electric power and to low-to-moderate income neighborhoods. Climate justice is a prime concern for the use of these funds.

Revision Energy and All Pro Electric responded to the RFB posted in March. The bid from each

company for two dual-port stations is as follows:

Revision Energy	\$43,783
All Pro Electric	\$37,500

The funds remaining as part of the \$75,790 allocation will be used in the form of technical assistance to create an EV charging siting plan. This plan will ease the installation of chargers in the coming years, as Biddeford works to lower carbon emissions here.

Funding Source:

Funding Source: U.S. Department of Energy Efficiency and Conservation Block Grant program.

Staff Recommendation:

Staff recommends All Pro Electric for this project. All Pro is the lower bidder, and has successfully completed similar work for the City of Biddeford in the past.



#	State/Territory	Entity Name	Level of Government	Allocation
823	MD	Carroll	County	\$80,670
824	MD	Charles	County	\$80,380
825	MD	Frederick	County	\$81,250
826	MD	Harford	County	\$266,890
827	MD	Howard	County	\$326,870
828	MD	Montgomery	County	\$764,010
829	MD	Prince George's	County	\$681,220
830	MD	St. Mary's	County	\$78,910
831	MD	Annapolis	City	\$76,480
832	MD	Baltimore	City	\$549,550
833	MD	Bowie	City	\$117,040
834	MD	College Park	City	\$76,350
835	MD	Frederick	City	\$137,000
836	MD	Gaithersburg	City	\$130,110
837	MD	Hagerstown	City	\$76,550
838	MD	Laurel	City	\$76,020
839	MD	Rockville	City	\$134,050
840	MD	Salisbury	City	\$76,290
841	ME	Androscoggin	County	\$76,570
842	ME	Aroostook	County	\$77,330
843	ME	Cumberland	County	\$79,760
844	ME	Hancock	County	\$76,920
845	ME	Kennebec	County	\$79,330
846	ME	Knox	County	\$76,420
847	ME	Oxford	County	\$76,950
848	ME	Penobscot	County	\$79,010
849	ME	Somerset	County	\$76,720
850	ME	York	County	\$80,520
851	ME	Auburn	City	\$75,880
852	ME	Bangor	City	\$76,320
853	ME	Biddeford	City	\$75,790
854	ME	Brunswick, Town of	City	\$75,800
855	ME	Lewiston	City	\$76,350
856	ME	Portland	City	\$133,250
857	ME	Sanford	City	\$75,730
858	ME	Scarborough, Town of	City	\$75,810
859	ME	South Portland	City	\$75,990
860	ME	Westbrook	City	\$75,730



CITY OF BIDDEFORD PLANNING DEPARTMENT

REQUEST FOR BIDS - REVISED

Disclosure: *BIDS shall be kept confidential until a contract is awarded. The City of Biddeford (City) reserves the right to request clarification of any proposal term from prospective suppliers. Selected supplier(s) will be notified in writing, and any award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing suppliers unless and until an agreement is reached. If contract negotiations cannot be concluded successfully, the City reserves the right to negotiate a contract with another supplier or withdraw the RFB. Any contract resulting from this RFB shall not be effective unless and until approved by the City.*

Introduction

The City of Biddeford is requesting BIDS from qualified firms to furnish and install Electric Vehicle Charging Station(s) in the downtown area of the City. As one of the ten largest municipalities in the State of Maine, Biddeford has been allocated by the U. S. Department of Energy the sum of \$75,790 as part of the Energy Efficiency and Conservation Block Grant (EECBG). Through community outreach, and with consideration of City and State climate action goals, the City wishes to use these funds to increase access of low to moderate income residents to electric vehicle (EV) charging infrastructure. This project will strengthen climate equity in Biddeford.

Project Overview

The City is requesting BIDS from qualified suppliers to design, install, and fully commission dual port electric vehicle charger(s) at one of two potential locations listed here, final location will be determined by bid cost. The two site under consideration are:

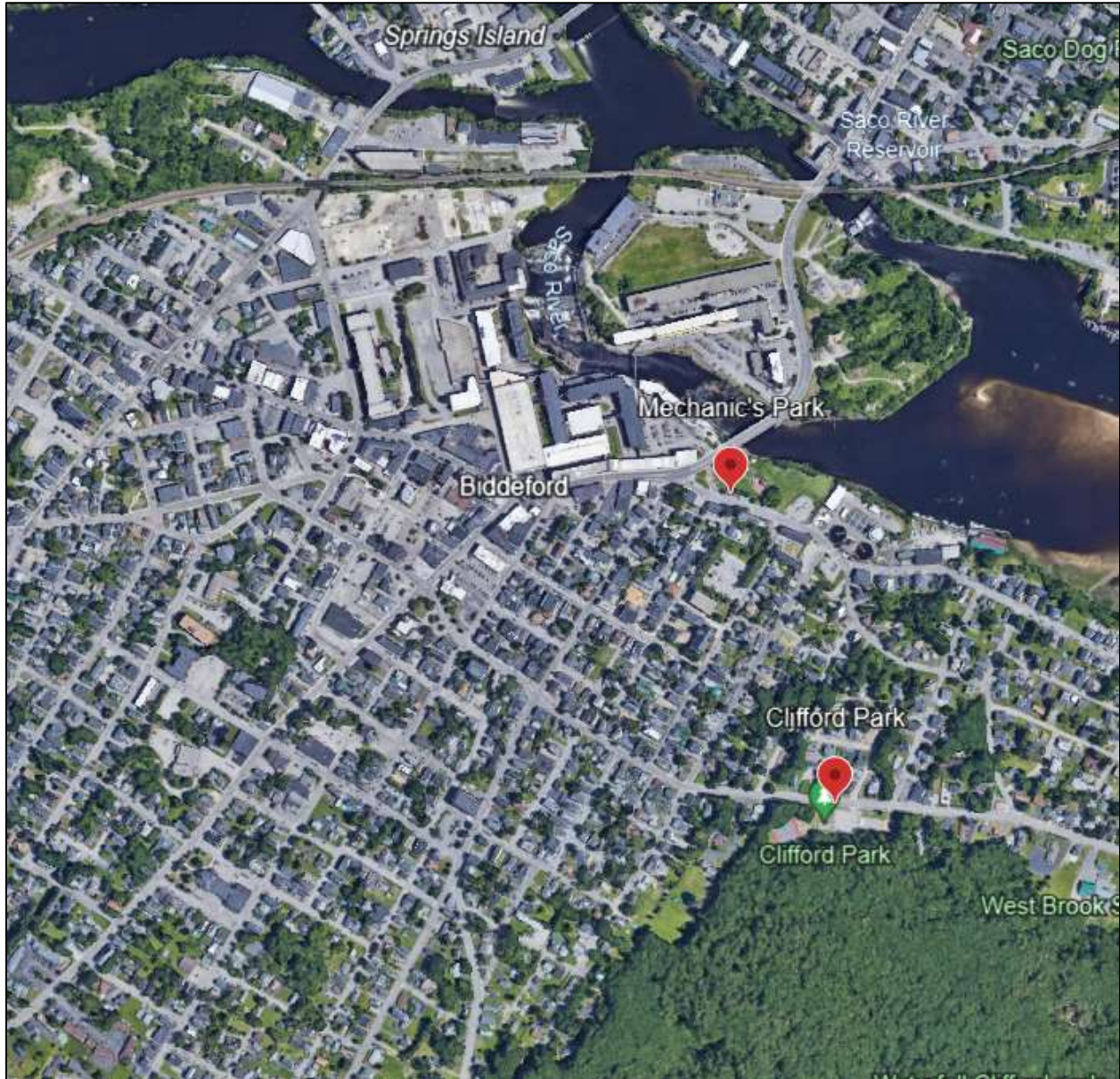
- Water Street at Mechanic's Park (3 - 45 Block)
- Pool Street at Clifford Park (130 Pool Street)

These city-owned sites have been selected based on their proximity to 3-phase electric power and to surrounding low-to-moderate income households, thereby increasing access to electric vehicle charging infrastructure.



CITY OF BIDDEFORD PLANNING DEPARTMENT

Proposed locations are:





CITY OF BIDDEFORD

PLANNING DEPARTMENT

Scope of Project and Deliverables:

The Scope of Project is as follows:

Supply and install all required equipment, materials, and labor for “100% Turnkey” installation and complete commissioning of dual port EV charging station including, but not limited to:

- Provide preliminary design for installation of chargers subject to approval by City of Biddeford;
- Provide final design for installation of chargers, including designation of parking spaces, power source, power requirements, metering location, trenching plan, subject to approval by City of Biddeford;
- Supply one (1) ChargePoint Model CT 4021 dual port Level 2 electric vehicle charging station, including quote for both 1-year and 5-year networking plan;
- Supply and install concrete mounting base for charger;
- Supply and install two (2) protective bollards for charger;
- Obtain all necessary electrical permits, including applicable taxes;
- Provide trenching and backfill (or similar) for electrical conduit, as needed for electrical service;
- Extend and install electric service to charger location;
- Install and commission EV charger.

Contract will be negotiated upon acceptance of proposal by City and award of grant by U.S. DOT. Grant will be awarded late Spring, 2024.

To be provided by the City:

- Proper signage
- Parking stall striping (as needed)

Submittal Instructions

1. All questions regarding this Request can be directed to:

Brad Favreau
Biddeford Economic Development Coordinator
Brad.favreau@biddefordmaine.org
(207) 571-1612



CITY OF BIDDEFORD

PLANNING DEPARTMENT

2. Questions must be received by March 18, 2024. Responses to all questions received will be posted to the city website [Current RFPs & RFQs | Biddeford, ME \(biddefordmaine.org\)](https://www.biddefordmaine.org/current-rfps-rfq).

Site visit is scheduled as follows to allow bidders to further evaluate the sites. Site visit is mandatory, and no consideration will be given to proposals from bidders not present at site visit.

Site Visits Bidder must attend site visit. Will be conducted as needed. Contact Brad Favreau at brad.favreau@biddefordmaine.org to schedule.

3. Bidders shall submit one (1) original proposal, marked "EV Chargers" to, in a sealed envelope to:

Brad Favreau
Planning and Development Department
City of Biddeford
P.O. Box 586
205 Main Street
Biddeford ME 04005

BIDS must be received by March 25, 2024 @ 3:00 pm. BIDS that do not arrive by the specified date and time **WILL NOT BE ACCEPTED** and will be returned unopened. Suppliers may submit their proposal any time prior to the above stated deadline. BIDS will be opened and made publicly available March 26, 2024 at 3:00 pm. BIDS must remain valid through the award of the grant proposal, which will take place by early summer, 2024.

4. Submittals must include the following information:

1. **Project Summary**
2. **Company Description**
3. **Demonstration of experience as an authorized ChargePoint installer**
4. **No fewer than three references as a ChargePoint installer**
5. **Scope of Work (To ensure full understanding of project)**
6. **Description of Hardware**
7. **Project Cost and Charger Options (if any)**

The City shall not be responsible for oral interpretation given by any city employee, representative, or others. If any addenda are issued to the RFB the City will post such addenda to the RFP website. It shall be the responsibility of each consultant, prior to submitting their bid, to review the website to determine if addenda were issued and to consider all addenda a part of the bid request.



CITY OF BIDDEFORD

PLANNING DEPARTMENT

I. Preparation Expenses

Each consultant preparing a response to the RFB shall bear all expenses associated with its preparation and any subsequent and related expenses, and no claims for reimbursement shall be submitted to the CITY for the expense of preparation or presentation.

II. Legal Name

Responses shall clearly indicate the legal name, address, and telephone number of the consultant and shall indicate whether the consultant is a corporation, general partnership, individual or other business entity. RFB responses shall be signed above the typed or printed name and title of the authorized representative. The authorized representative shall have the authority to bind the consultant to the submitted competitive bid.

III. Openness of Procurement Process

Written responses, other discussions, correspondence, and all other pertinent records shall be handled as public records in compliance with Local, State and Federal open records statutes and regulations.

IV. Errors and Omissions

Once a bid is submitted, the City may consider requests by any consultant to correct errors or omissions prior to bid opening. The City shall retain sole discretionary authority to determine the outcome of such a request.

V. Retention and Disposal of Statements of Qualifications

The City reserves the right to retain all submitted statements for public recordkeeping purposes. No copies of any material will be returned to the consultant. The City reserves the right to cancel this solicitation at any time prior to the execution of a formal contract.

VI. Collusion

By offering a response to this RFB the consultant certifies that they have not divulged to or discussed or compared its submittal with any competitors, and have not colluded with any other consultant or parties to this process whatsoever. The consultant also certifies, and in the case of a joint venture, each party thereto certifies as to its own organization, that in connection with their submittal:

1. No attempt has been made or will be made by the consultant to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.
2. The principal or principals being named therein and no other person have an interest in this project or in the Agreement to be entered into.
3. No person or agency has been employed or retained to solicit or secure this Agreement upon an agreement or understating for a commission, percentage, brokerage, or contingent fee, accepting bona fide employees or established commercial agencies maintained by the consultant for the purpose of doing business. All firms interested in this project (including the firm's employees, representatives,



CITY OF BIDDEFORD

PLANNING DEPARTMENT

agents, lobbyists, attorneys, and sub-consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including but not limited to, members of the city council, the mayor, the city manager, department heads, and other staff. This policy is intended to create fairness for all potential firms, to assure that contract decisions are made in public, and to protect the integrity of the selection process. All contact on this selection process should be addressed to brad.favreau@biddefordmaine.org.

At its sole discretion, the City may reject incomplete proposal submittals if, in its judgment, the submittal lacks information needed to effectively evaluate the proposal. Nothing in this request for qualifications implies a contractual obligation with any firm, nor will the City reimburse costs for submittal preparation.



All-Pro Electric
Post Office Box 5217
Haverhill, MA 01835-5217
info@allproelectric.com



RE: City of Biddeford
Mechanics Park at
Water St Biddeford,
ME 04005

Proposal

We hereby submit this Proposal to provide a Turn-Key solution to install one (1) ChargePoint CT400 Dual-Port Electric Vehicle Charging Station at Mechanics Park at Water St, according to the following:

1. All-Pro is to work with City of Biddeford, to determine which locations are best suited at the property to install EV Chargers.
2. All-Pro is to complete a preliminary design for the approved location.
3. All-Pro is to complete a final design for the installation of EV Chargers which includes designation of parking spaces, power source, power requirements, metering locations, and trenching plan. These final designs are subjected to approval by City of Biddeford.
4. All-Pro is to furnish & install wireless access points for charger connectivity.
5. *One year of network management included in quote at \$1679.00 per location.*
6. All-Pro is to furnish & install one (1) ChargePoint CT400 Dual-Port Electric Vehicle Charger.
7. All-Pro is to supply Electrical Installation Permits, including all applicable Taxes.
8. All-Pro is to furnish and install new electrical service to support one (1) ChargePoint CT400 Dual-Port Electric Vehicle Charger.
9. All-Pro is to supply all necessary equipment, labor and material to extend circuitry to parking spaces.
10. Material prices may increase due to the uncertainty with supply chains.
11. All work completed during normal business hours.

TOTAL AMOUNT OF PROPOSAL ----- \$37,500.00

Payment is to be negotiated upon acceptance of proposal.

Owners acknowledge they have read all provisions of the proposal, and understand the same.

ACCEPTANCE:

In Witness Whereof, the parties have hereunto caused this Proposal to be executed, with (2) counterparts, on this _____ Day of _____, 2024.

BY: _____

BY: Steve Wentworth
Steve Wentworth, Lead Estimator
SteveW@AllProElectric.com, Cell: (978) 857-1994



All-Pro Electric
Post Office Box 5217
Haverhill, MA 01835-5217
info@allproelectric.com



RE: City of Biddeford
Clifford Park
Pool St Biddeford,
ME 04005

Proposal

We hereby submit this Proposal to provide a Turn-Key solution to one (1) ChargePoint CT400 Dual-Port Electric Vehicle Charging Station at Clifford Park At Pool St, according to the following:

Including:

1. All-Pro is to work with City of Biddeford, to determine which locations are best suited at the property to install EV Chargers.
2. All-Pro is to complete a preliminary design for the approved location.
3. All-Pro is to complete a final design for the installation of EV Chargers which includes designation of parking spaces, power source, power requirements, metering locations, and trenching plan. These final designs are subjected to approval by City of Biddeford.
4. All-Pro is to furnish & install wireless access points for charger connectivity.
5. *One year of network management included in quote at \$1679.00 per location.*
6. All-Pro is to furnish & install one (1) ChargePoint CT400 Dual-Port Electric Vehicle Charger.
7. All-Pro is to supply Electrical Installation Permits, including all applicable Taxes.
8. All-Pro is to furnish and install new electrical service to support one (1) ChargePoint CT400 Dual-Port Electric Vehicle Charging Station, EV chargers.
9. All-Pro is to supply all necessary equipment, labor and material to extend circuitry to parking spaces.
10. Material prices may increase due to the uncertainty with supply chains.
11. All work completed during normal business hours.

TOTAL AMOUNT OF PROPOSAL ----- **\$37,850.00**

Payment is to be negotiated upon acceptance of proposal.

Owners acknowledge they have read all provisions of the proposal and understand the same.

ACCEPTANCE:

In Witness Whereof, the parties have hereunto caused this Proposal to be executed, with (2) counterparts, on this _____ Day of _____, 2024.

BY: _____

BY: Steve Wentworth
Steve Wentworth, Lead Estimator
SteveW@AllProElectric.com, Cell: (978) 857-1994

March 18, 2024

EV Charger Project Proposal**Biddeford - Mechanics Park****Water Street (3 - 45 Block) Biddeford, ME 04005****Project Cost: \$43,783****Per port (2): \$21,891****This Proposal expires 30 days after delivery to customer.**

ReVision Energy proposes to install a new 200A 120/240V single-phase service. It will likely not be possible to add a transformer to the existing pole, so another utility-owned pole will need to be placed in the grassy area across from the charger location with the final location to be determined by CMP. From there, we will run underground conduits and install a molded EV charger base with 2 bollards in the cobblestone median. We will install, wire, and activate a CT4021 dual charger here. To keep costs to a minimum, we assume the City's own crews will patch asphalt and repair the cobblestones rather than us including the costs for subcontractors to do this work for us.

Utility Feasibility Fee: \$3,500

This fee covers the work of coordinating with the local utility company to determine if sufficient power can be brought to the proposed site. If the utility cannot provide power and the project is not possible, only this fee will be assessed. If power can be brought to the proposed site as assumed, this fee is included in the total project cost presented here.

Major Components

Chargers	(1) ChargePoint CT4021, Dual (included pedestal) [CT4021-GW1]
Network Subscription	(2) 1 Year CP Commerical Network Service
Warranty	No additional warranties included. Standard manufacturer warranties apply.
Manufacturer Fees	(1) ChargePoint L2 Activation and Programming (1) CP Site Validation
Other	New 200A 240V rack-mounted service (2) 4-inch bollard(s)

Notes and Assumptions

The following assumptions were made in preparing this quote. Should these not turn out to be true, pricing will need to be adjusted:

- This price is for 1 year of network service for both ports. Upgraded to 5-years for the dual port would add \$3400.
- While the RFB specifies concrete mounting bases, we will use a molded ABS base instead. These bases are extremely sturdy and durable, but are easier to install and have a lower impact on the environment since they can be transported much more easily than heavy concrete bases.
- The utility will likely need to install another utility pole in the grassy area across from the charger in order to place their transformer. This may require them to trim back the existing trees.
- These prices reflect current hardware costs and may need to be modified if manufacturer prices change.
- Pricing assumes excavation and installation in clean and level ground, free of ledge or large obstructions, with no existing underground utilities or structures in the work area. Should site plans, utility locating services, vegetation clearing, or excavation indicate otherwise, the project quote will need to be adjusted and the design may need to be modified.
- Pricing assumes all in-ground work will be done after spring thaw and before the ground freezes in the fall. Winter work is not included.
- Assumes new service will be brought overhead to within 20 ft of proposed installation area and from there will be brought underground through asphalt or concrete to the meter and electrical panel. Should the utility determine this is not possible or requires a different design, the price may need to be adjusted.
- Operations and maintenance work. ReVision will offer our standard workmanship warranty on all electrical work up to the charging equipment. Ongoing service for the chargers themselves, whether covered by warranty or an optional O&M package, is managed by the charger manufacturer.

Exclusions

The following work, if necessary, shall be performed by others and shall be expressly excluded from the work of this Contract:

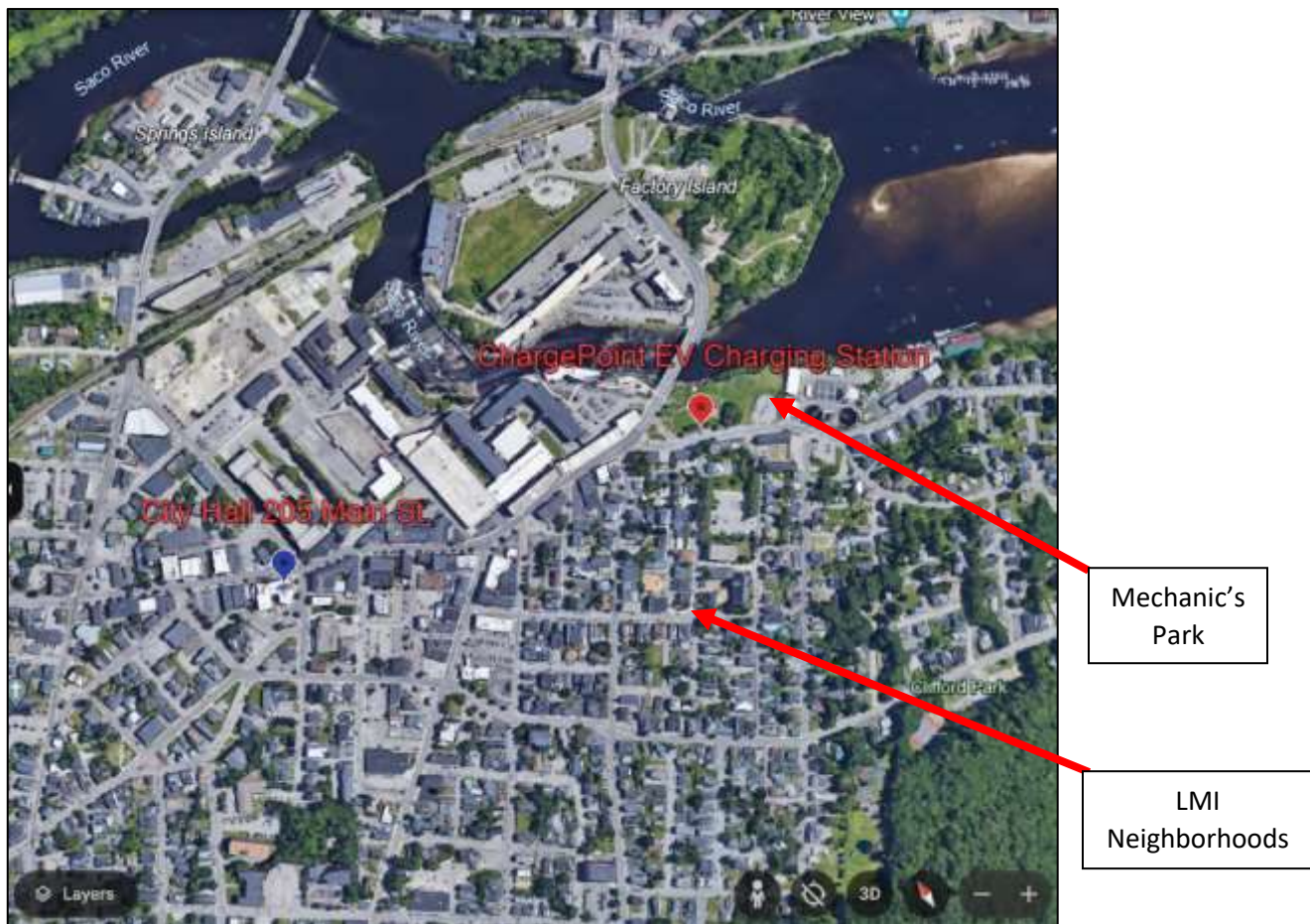
- Cobblestone and asphalt replacement. We will fill and re-level trenches, but assume the City's own crews can complete this work more cost effectively than us subcontracting it out for these small scope repairs.
- Utility-assessed costs for the new service, including but not limited to poles, anchors, line extensions, easements, overhead secondary wiring, transformers, etc.
- Landscape remediation other than refilling and leveling trenches with excavated materials. Some small vegetation may need to be removed in order to trench and roots of nearby vegetation may be disturbed causing damage or death to the plants.
- Tree or stump removal, unless specifically noted above.
- Fencing or other aesthetic elements, unless specifically noted above.
- Repair or replacement of damaged existing site conditions, unless specifically noted above.
- Removal or relocation of on-site equipment in the work area, unless specifically noted above.



REVISION ENERGY

- Any costs associated with a full site review, which may be requested by the local planning board, council, or historic districts.
- Survey work, PE-stamped site plans, any other legal descriptions of property, or site renderings.
- Parking lot reconfiguration or striping.
- Hardware to boost cellular signals to necessary levels, unless specifically outlined in the scope of work.

The City of Biddeford, Maine proposes to install one dual-port electric vehicle charging station at the parking median on Water Street (see red place mark in image below). Parking spaces on either side of this median will be dedicated to electric vehicles for charging purposes only. This location serves park users as well as adjacent LMI neighborhoods.



Courtesy Google Earth: [Google Earth](https://www.google.com/earth/)



Courtesy Google Earth: [Google Earth](https://www.google.com/earth/)



Image 1



Image 2



Image 3