



**REQUEST FOR PROPOSAL  
Twenty Four Hour Voice  
Recording System**

**RFP FOR THE  
SALINA POLICE EMERGENCY COMMUNICATIONS  
24 Hour Voice Recorder**

**TABLE OF CONTENTS**

<b><u>Section</u></b>	<b><u>Page</u></b>
1. General Background/Project History	3
2. Vendor Qualifications	3
3. Timeline of Events	4
4. Project Manager	4
5. RFP Inquiries	4
6. Proposal Submittal Requirements	4
7. Vendor Withdrawal of Proposals	6
8. Selection Criteria	6
9. Proposal Ranking, Award of Agreement and Reserved Rights	7
10. Bonding and Insurance Requirements	8
11. Equal Opportunity Requirements	8

**Exhibits**

- Exhibit A - Scope of Services
- Exhibit B - Existing 24 Hour Recording System
- Exhibit C - Standard Purchase Terms and Conditions
- Exhibit D - Proposal (Bid) Bond Form
- Exhibit E - Performance, Payment and Other Bond Requirements
- Exhibit F - Insurance Requirements
- Exhibit G - Equal Opportunity Requirements

**RFP FOR THE  
SALINA POLICE EMERGENCY COMMUNICATIONS  
24 Hour Voice Recorder**

**1. GENERAL BACKGROUND / PROJECT HISTORY**

On behalf of the City of Salina ("City"), the Salina Police Department (SPD) is soliciting competitive, written proposals from qualified Vendors to serve as the prime Vendor for replacing the Salina Police Department's current 24 hour voice recording system.

A specific project Scope of Services (**Exhibit A**) is included in this Request for Proposals (RFP).

- 1) The SPD dispatch area is currently configured with five, Zetron Model 4000 radio workstations that are being upgraded in 2016.
- 2) All positions have access to a separate telephone sub-system with automatic number identification/automatic location identification (ANI/ALI) display, and dual instant recall recorders. The audio from the 911 Vesta Pallas at each position is interfaced to the radio dispatch console allowing use of a common headset to access either 911 or radio. This arrangement allows all operator positions to handle inbound 9-1-1 telephone calls, as well as radio communications traffic.
- 3) There are eight 911 lines and three direct phone lines that come through the 911 Vesta Pallas. In 2017 the Vesta Pallas will be upgraded to the State of Kansas Next Generation 911 (NG911) system.
- 4) The current administrative phone lines are plexar lines through AT&T. In the near future these lines will be converted to sip lines utilizing a Toshiba Phone system through Nex-Tech. We currently record eight administrative phone lines for the police department, and eight administrative phone lines for the Saline County Sheriff.
- 5) In addition there are eleven radio frequencies with an additional one being added in 2016 for a total of twelve radio frequencies,

In order to assist in determining the qualifications of each interested Vendor, we ask that each Vendor provide the following information. Please note that full and complete information is necessary in order to be considered for this project.

**2. VENDOR QUALIFICATIONS**

Vendor Information

- 1) Name, address, and phone number of 24 hour Voice Recorder Vendor
- 2) Geographic location of Vendor's principal office(s)
- 3) The number of years the Vendor and related office have completed projects which are very similar to that requested
- 4) Size of Vendor's total staff and of the Vendor's project staff utilized for this project

**RFP FOR THE  
SALINA POLICE EMERGENCY COMMUNICATIONS  
24 Hour Voice Recorder**

- 5) Background and experience, including specific projects, of Vendor's employees who will be responsible for performing technical work or project management on this project (please do not include clerical, data entry, etc.)
- 6) Any other information related to Vendor's background, experience, etc. that the Vendor may wish to include

**3. TIMELINE OF EVENTS**

<u>DATE</u>	<u>EVENT</u>
September 20, 2016	Date of issuance of RFP
October 7, 2016	Last day for submitting written inquiries (5:00 p.m. CST)
October 12, 2016	Proposal due at City Clerk's Office by (5:00 p.m. CST)
<b>October 13, 2016</b>	<b>10:00 a.m. CST, proposals will be opened in Room 206 of the City-County Building)</b>

**4. PROJECT MANAGER**

Wayne Pruitt, Communications Supervisor  
Mail: Salina Police Department  
255 N. Tenth Street  
Salina, KS 67401  
Phone: (785) 826-7210  
E-mail: [wayne.pruitt@salina.org](mailto:wayne.pruitt@salina.org)

**5. RFP INQUIRIES**

Any questions about the meaning or intent of the RFP document, exhibits or related requirements must be submitted in writing to the Project Manager not less than three (3) days prior to the date of Proposal opening. Questions thus submitted will be answered by written addenda issued to all prospective Vendors who have obtained a copy of this RFP from the City. Oral or other interpretations or clarifications will be void, without any legal effect, and do not bind the City.

We encourage Vendors to communicate any questions or need for clarifications they may have regarding the RFP document. This includes any significant ambiguity, error, conflict, discrepancy, omission or other deficiency in the RFP document

**6. PROPOSAL SUBMITTAL REQUIREMENTS**

1. Proposals shall be submitted to: Attn: **Shandi Wicks, City Clerk**  
300 West Ash Street  
Salina, KS 67401

**RFP FOR THE  
SALINA POLICE EMERGENCY COMMUNICATIONS  
24 Hour Voice Recorder**

2. All proposals shall be full and complete, electronically printed and shall include all exhibits, attachments, addendums and signatures. The official with authority to bind the submitting Vendor shall sign and date each submitted proposal.
3. Proposal submittals must be hand-delivered, or sent via return receipt delivery affected by certified mail, priority mail, commercial courier service, overnight delivery service, or other reliable personal delivery service on date and time specified under the "Timeline of Events." Proposals shall be in a sealed envelope, which shall be identified with the Vendor's name, address and project name. Facsimile or electronic submissions will not be accepted. Submissions received after the specified time and date will be returned unopened. **Proposals shall be submitted to the Project Manager. #1 says to send proposals to Shandi Wicks.**

We also request that Vendors provide the Project Manager with an electronic copy of all submitted proposals in pdf format. Please note that this electronic copy shall not constitute an official submittal for meeting the abovementioned submittal requirements.

4. Submitted proposals **shall not contain any variations or alternates** unless specifically provided for in this RFP. Any variations to a Vendor's shall be submitted as a separate, sealed proposal from the Vendor.
5. The submission of a Proposal will constitute an incontrovertible representation that the Vendor will comply with the Standard Purchase Terms and Conditions (**Exhibit C**) and with every term and condition contained within the Proposal documents, and that such documents and specifications therein are sufficient in scope and detail to indicate and convey understanding of all requirements for furnishing the deliverables.
6. Each Vendor shall attach to its Proposal copies of all warranties to be provided by the manufacturers, distributors and Vendor.
7. Prior to Agreement award, Vendors may be required to submit evidence that they:  
(a) have adequate financial and technical ability to furnish and service the deliverables; (b) maintain spare parts for maintenance and repair of the deliverables; and (c) have an acceptable service record on deliverables previously supplied to others.
8. Alternate Proposals from each Vendor are highly encouraged. Each alternative Proposal shall constitute a completely separate and independent proposal, unless otherwise specified herein.
9. Vendors shall state the delivery, installation, testing and completion terms and dates in the Proposal, in which case all project steps shall be completed to the satisfaction of the City of the completion date. Vendors shall further state in the Proposal any and all prepayment and discount options offered to the City, if applicable.
10. The City is exempt from Kansas sales tax on materials and equipment to be purchased hereunder. Consequently, sales tax shall not be included in the Proposal.

**RFP FOR THE  
SALINA POLICE EMERGENCY COMMUNICATIONS  
24 Hour Voice Recorder**

11. The City shall not be liable for any costs incurred by a Vendor in preparing and submitting a Proposal, or in performing any other activities relative to this RFP.

**7. VENDOR WITHDRAWAL OF PROPOSAL**

Proposals may be withdrawn by notice in writing, but only if the written notice is received by the Project Manager prior to the Proposal submittal due date and time. Any such withdrawal notice must be delivered in the same manner as Proposals are required to be submitted. No Proposals shall be withdrawn upon receipt and opening. After receiving and opening Proposals, no aspect of any Proposal shall be withdrawn and all terms and costs proposed shall remain open for not less than one-hundred eighty (180) days.

**8. SELECTION CRITERIA**

**VENDOR QUALIFICATIONS**

- Experience and performance on similar, past projects for other clients
- Performance on past City projects (if applicable) and familiarity with project characteristics
- Qualifications of persons proposed to work on the project
- Ability to meet the work schedule
- Availability of qualified staff
- Ability to stay within budget
- Overall project approach
- Examples of work demonstrating work product capacity and quality
- Availability and capacity to provide future maintenance
- Not having conflicts of interest with the City

**PROJECT COST PROPOSAL**

- Initial total cost of Proposal
- Product reliability and warranty(ies)
- Future maintenance services provided, related response time and annual maintenance cost
- Total cost of service/product as compared to total value (when comparing multiple proposals with variations)

**RFP FOR THE  
SALINA POLICE EMERGENCY COMMUNICATIONS  
24 Hour Voice Recorder**

**9. PROPOSAL RANKING, AWARD OF AGREEMENT AND RESERVED RIGHTS**

**PROPOSAL RANKING**

- Preliminary Evaluation – All submitted proposals will be initially reviewed to determine if they meet the RFP submittal requirements.
- Secondary Evaluation – All Proposals that meet the RFP requirements will be ranked based on the selection criteria.
- Final Evaluation – At the Owner’s discretion, all Vendors submitting Proposals which meet the RFP requirements may be asked to participate in a personal interview in which the Vendor will have the opportunity to present in-person their Proposal and answer questions posed by the review team.

**AWARD OF AGREEMENT**

The City reserves the right to reject any and all Proposals; to waive any and all informalities or defects; to disregard all nonconforming, non-responsive or conditional Proposals; or to accept such proposals as shall be deemed to be in the best interest of the City so to do. Discrepancies between words and figures will be resolved in favor of words. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

Proposals will be evaluated and award will be made to the lowest and best responsive and responsible Vendor whose Proposal conforms to the City’s requirements, and whose Proposal is considered to be the most advantageous to the City, price and other factors considered. Factors to be considered include those as listed in Section H.

**SIGNING OF AGREEMENT and NOTICE TO PROCEED**

When the Owner gives a Notice of Award to the Vendor providing the selected Proposal, it will be accompanied by the required number of unsigned counterparts of the project Agreement. Within 15 days thereafter, the Vendor shall sign and deliver the required number of counterparts of the Agreement to Owner, with the required bonds and certificates of insurance. Within 10 days thereafter, Owner shall deliver one fully signed counterpart to the Vendor.

Within 30 days after the effective date of the Agreement and upon the selected Vendor successfully delivering the executed counterparts of the Agreement to Owner, including all required bonds, exhibits and evidence of insurance, the Owner shall issue a Notice to Proceed. No work shall start until a Notice to Proceed has been issued by the Owner to the Vendor.

**RESERVED RIGHTS**

The City reserves the right to reject any and all Bids; to waive any and all informalities or defects; to disregard all nonconforming, non-responsive or conditional Bids; or to accept such proposals as shall be deemed to be in the best interest of the City so to do. Discrepancies between words and figures will be resolved in favor of words.

**RFP FOR THE  
SALINA POLICE EMERGENCY COMMUNICATIONS  
24 Hour Voice Recorder**

Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

Bids will be evaluated and award will be made to the lowest and best responsive and responsible Bidder whose Bid conforms to the City's requirements, and whose Bid is considered to be the most advantageous to the City, price and other factors considered. Factors to be considered may include, but are not limited to: Bidder's past performance, total unit cost, economic cost analysis, life cycle costs, warranty, service response time, quality, maintenance cost, durability, operational requirements of the City, and any other such information in the City's discretion.

**10. BONDING AND INSURANCE REQUIREMENTS**

**PROPOSAL BID BOND**

Each cost proposal constitutes a bid for the total of products and services offered. As a result, each Proposal shall be accompanied by a Proposal Bond (e.g., bid bond) made payable to Owner in an amount of 5% (five percent) of Vendor's maximum Proposal price and in the form of a certified check, bank money order or a Proposal Bond on the form attached as **Exhibit D**, issued by a surety meeting the requirements as set forth herein (**Exhibit E** – Performance, Payment and Other Bond Requirements).

**PERFORMANCE, PAYMENT AND OTHER BOND REQUIREMENTS**

Upon receiving a Notice of Award for the Vendor's Proposal, the Vendor shall be required to submit to the Owner a Performance Bond and Payment Bond, both meeting the requirements contained in **Exhibit E**

**INSURANCE**

Upon receiving a Notice of Award for the Vendor's Proposal, the Vendor shall be required to meet the Owner's insurance requirements as contained in **Exhibit F**.

**11. EQUAL OPPORTUNITY REQUIREMENTS**

The Vendor shall comply with the Owner's requirements for equal opportunity in accordance with the provisions of **Exhibit G**

**RFP FOR THE  
SALINA POLICE EMERGENCY COMMUNICATIONS  
24 Hour Voice Recorder**

**EXHIBIT A: SCOPE OF SERVICES**

**GENERAL REQUIREMENTS**

Project Proposal

The work described in this RFP and resulting Agreement consists of furnishing all materials, labor, equipment, tools, installation, services, permitting and testing for a turn-key installation of a comprehensive 24 hour voice recorder. All apparatus, appliance, material or labor that may be necessary to complete the work and to ensure the system is fully functional, in accordance with the intent or purpose of the RFP will be furnished by the Vendor, without extra cost, as if mentioned in the RFP and subsequent Agreement. The Proposal shall include formal specifications for all equipment and appurtenances.

Supporting explanations shall be provided for the Vendor's selection of proposed features, equipment/technology, and other features as proposed.

Warranties

Vendor shall provide all related warranties. Warranties shall be specific with regard to: the entity responsible for fulfilling the warranty, covered items and work, full or partial coverage, coverage duration, exceptions and any cost responsibility of Owner.

Standard Maintenance and Emergency Service Plan

Vendor shall also provide a standard maintenance plan and emergency service plan for the proposed system. The plan shall include: the full scope of maintenance services available, emergency services available, both standard and emergency guaranteed response timeframes, all known exceptions to the each plan, related plan costs, optional services available with related costs, and standard contractual provisions.

**REQUIRED ("MINIMUM") FEATURES**

Recorder minimum hardware specifications:

- Raid 1 with a minimum of 800GB usable after raid
- Optional RAID V for online storage with a minimum of 1 TB usable after raid
- Rack mount chassis for an industry-standard 19" four post rack
- Minimum expandable capacity within a single chassis to be at least 64 channels
- Unlimited playback licenses
- Unlimited "Real-Time Monitoring" licenses
- Dual power supplies for redundancy
- Dual Core Intel Xeon processors
- At least 32 GB RAM per server
- Front Panel Access Hot-Swap Drives
- Windows Server 2012 OS (minimum)

**RFP FOR THE  
SALINA POLICE EMERGENCY COMMUNICATIONS  
24 Hour Voice Recorder**

- Sound Card
  - CD/DVD-RW Drive
  - Ethernet (100/1000 BaseT)
  - Fault Polling Software/Dial-out paging capability
1. The proposed system must be Next Generation 9-1-1 (NG9-1-1) ready, with respect to both systems architecture and features.
  2. The system shall be covered by a full 1 year warranty for HW/SW from date of system acceptance during normal business hours, 8am to 5pm, M-F.
  3. The Operating System hard drives must be at least Raid 1, with the OS and recordings being stored on both redundant drives.
  4. The system shall be compatible with Windows 7, Vista, 8 and 2008 Server and 2012 Workstation operating systems.
  5. The operating system for the server must be Windows 2012 Server (minimum). **Linux, Unix, or other non-Windows operating systems will not be considered.**
  6. The system shall include a search engine with a user friendly interface that allows, at a minimum: audio playback, live monitoring and filtering of call recording information with analysis of call volumes and patterns.
  7. The channel capacity shall be expandable to 60 channels within the same recording chassis. The recording chassis must have the ability to mix digital, analog, VoIP, and multimedia connectivity taps within the same chassis.
  8. Recordings will be stored online internally. Online storage is defined as hard drive capacity only. If desired, the recordings may be capable of replicating to a redundant location locally or on the LAN-WAN network.
  9. The system shall provide the capability to produce copies of audio recordings onto a CD-DVD or e-mail. When burning a CD for playback, the recorder must have the ability to “Pack” the playback executable with all the playback functionality, tagging, and queuing with the recordings for security validation.
  10. Backup must be done Via NAS/SAN or External Hard Drive(s). Systems that use DVD-RAM DISK as archive will not be acceptable.

**RFP FOR THE  
SALINA POLICE EMERGENCY COMMUNICATIONS  
24 Hour Voice Recorder**

11. The proposed system must be able to capture data related to emergency communications (e.g. location information) directly from SIP stream via ESI Network.

### Playback Specifications

1. The system must provide for the simultaneous playback of previously recorded audio and multimedia interactions while recording the maximum number of channels, and shall not degrade recording performance. These interactions shall consist of audio, video, SMS text, MMS, email messages, photos, GIS data, vehicle telemetry data, TTY/TTD, CAD screens, ANI-ALI data, and chat, where required by the end user.
2. The system shall be able to conduct multiple simultaneous playback sessions (multiple remote PC's) with no degradation of speed or quality.
3. The system must have unlimited playback seat licenses and must use a thin client or web browser application with no software loaded or residing on the client PC. However, mapping/GIS capabilities may require desktop applications to be installed.
4. Web browser application must be able to be used on any PC or mobile device that can utilize a web browser such as Google Chrome, and Safari
5. The system must enable each user to customize and personalize their own interface with reports, columns, and views to quickly access information that meets their specific needs.
6. Reports will have the capability to be accessed by everyone with permissions, and have the ability to be created and saved by individual users.
7. The operator must have the capability of posting annotations as an attachment to an interaction based on permissions.
8. The system must incorporate a window that enables a supervisor to press a button that will embed a predetermined description of the interaction for a later tag search. This field must be sorted by clicking on the header bar of the playback screen. The button description must be accessible and customizable by the system administrator.

**RFP FOR THE  
SALINA POLICE EMERGENCY COMMUNICATIONS  
24 Hour Voice Recorder**

9. The system must be capable of providing recording statistics (minutes by hour, number of recordings by hour, etc.) for each channel recorded.
10. An entire instant search for all the calls must be conducted by double clicking the search icon on the desktop screen. By default, all the interactions will be listed in chronological order since midnight or by shift.
11. It must be possible to select only a section of a call (or call group) for repeated loop playback to easily analyze a significant section of the recording(s).
12. The system must be able to playback multiple calls in chronological order with the selection of a signal call.
13. The system must be capable of redacting sensitive material without affecting the authenticity of the original interaction, masking the redacted segment with either silence, a tone or pitch.
14. Scenario reconstruction must have the ability to redact and merge multiple interactions into a single saved file.
15. The system must have the ability to “zoom in and zoom out” the playback of audio recordings.
16. The system must be capable of adjusting call playback volume levels using Automatic Gain Control (AGC) without affecting the original recording.
17. Selected interactions for playback must have the capability to skip dead time gaps between interactions while playing back continuously.
18. Selected interactions for playback must have the capability to be played back with reconstructed silence.
19. The playback display must have the ability to view and select interactions for playback according to date, start time, channel number, channel name, duration, and notations (capable of being edited) recorded with the interaction.
20. The user must be able to easily group all interactions associated with a particular incident, making these interactions easy to retrieve and playback for incident recreation.
21. Retrieved interactions within the playback screen must be capable of being arranged by “double sort” functionality in any data column

**RFP FOR THE  
SALINA POLICE EMERGENCY COMMUNICATIONS  
24 Hour Voice Recorder**

(time/date, channel number, duration, station name, attachment or other categories).

22. The system must be capable of playing back silent periods and displaying the associated time and date during playback for proof of non-events.
23. The playback software must show start time, running elapsed time and end time of each recorded interaction.
24. The playback software must have the ability to playback and save a verbal digital "Spoken Time" announcement that will verbally announce when the interaction is started. The interaction will begin to play following the announcement. All audio recordings must be able to be saved with a "Digital Spoken Time Stamp" in a full or abbreviated state.
25. They system must allow for synchronization of its internal time code to high accuracy external time sourcing.
26. The workstation must be capable of variable speed playback of voice interactions while preserving pitch.
27. The system must allow the ability to re-record voice calls to a standard recordable CD/DVD. The system's network functionality must allow an operator to have the ability to copy recordings onto his/her local re-writable CD drive or DVD drive at their desk.
28. When burning a CD for playback, the recorder must have the ability to "Pack" the playback executable with all the playback functionality, tagging, and queuing with the recordings for security validation.
29. Ability to export standalone scenario reconstruction with embedded player to ensure digital watermark and authenticity are intact.
30. The recording system must have the ability to allow management to password protect individual recordings and other sensitive interactions beyond the standard user and groups permissions.
31. Explain in detail how your system can create a recording of records for court presentation. The system must provide authentication technology to verify that all files and recordings are complete and have not been edited or altered in any way. This compilation of recordings must be able to be password protected and include all of the associated data. The playback software must be included with the compilation and allow for all of the normal functionality that would be on the actual recorder. No additional software should be required for playback other than that which is loaded onto the medium with the

**RFP FOR THE  
SALINA POLICE EMERGENCY COMMUNICATIONS  
24 Hour Voice Recorder**

recordings. A certificate of authenticity and a scenario recreation must also be included on the recording medium.

32. It must not be necessary to have playback software loaded on a PC to play back a recording from a burned CD with recordings. The wave file will be able to be played back from Windows media player without any type of codec or conversion software required to be loaded on PC.
33. The system must have "Real-Time Monitor" licenses to listen to live calls as well as view call taker screens in real time. The monitor must be able to scan active channels and hold for a predetermined time on each channel to allow the supervisor to monitor the live activity before scanning to the next active channel. The supervisor must have the ability to select the channel to monitor. The Audio Monitor must have a 2 to 90 minute buffer to allow the supervisor to go back up to 90 minutes to review previous activity within the buffer.
34. The Real Time Monitor must have a "Last Call Button" The Last Call Button must be able to allow the user to playback and listen to the last call(s) taken on a specific channel by the click of a mouse button. The Last Call Button must have a 2 to 90 minute buffer to allow the user to go back up to 90 minutes to review previous activity.

## Security

1. The system must provide security access (that may be time sensitive), that addresses, at a minimum: archive storage, by station, department, division, data source, logging group, peering, monitoring, saving or emailing ability, archive accessibility by individual log-in password.
2. The recording system must provide a System Log and User Log that reports all activity within the recording system. All accesses into the recording system must record the log-in number and what recordings were retrieved by the log-in number by time and date. The identification of which recording was retrieved must only be identified by a Hex code within the Log record.
3. The system must be able to provide and create administrative user accounts that control any access to the recorder functions and be able to terminate that access automatically by date and time.

**RFP FOR THE  
SALINA POLICE EMERGENCY COMMUNICATIONS  
24 Hour Voice Recorder**

4. Playback access must be able to secure privileges by individual channel, time of day, single station access, department access, division access, data source, Log group and length of time.
5. The system must provide password protection for access to its shared network drives.
6. The playback retrieval software shall have the ability to verify authentication of a recording by its digital signature with the original recording secured within the recording folder.

**Diagnostics, Service and Training**

**Diagnostics**

1. The system shall include built-in diagnostic software that will automatically monitor alarm conditions of the equipment and initiate audible and visual alarms in the event of any failure or disruption of the operation/recording processes.
2. The system must be capable of automatically dialing out by modem or e-page and making notification to the vendor's diagnostic/repair center in the event of any failure or alert.
3. The system must conduct a fault tolerance check and place a call to the vendor's support system to log a system status report nightly. This report will be reviewed on a daily basis by the vendor's technical support staff as a preventive maintenance and proactive service log. A phone call and email will follow upon completion of the service being performed to the customer.
4. The vendor must provide training and instruction for all operators covering all software supplied under this specification.
5. The vendor must offer advanced training for key System Administrators. Help desk support for trainees must be provided for a limited time and at no charge immediately following training.
6. The vendor will inform the system administrator of all software upgrades with an e-mail explaining the improved features with each upgrade.
7. Vendor must have the ability to access the system 24 hours a day to correct all software issues arising from a failure or to perform upgrades.

**RFP FOR THE  
SALINA POLICE EMERGENCY COMMUNICATIONS  
24 Hour Voice Recorder**

8. System must have the ability to page out and e-mail “administrative determined” alarms based on type and/or frequency. The system shall be capable of detecting a failure of the on-line media and archive facility and notify the user with both visual and audible alarms. These alarms shall be made available at both the system chassis and at any designated workstation.
9. Vendor must be able to provide statistics on the types of alarms received from the proposed system.
10. Vendor must be able to download software updates remotely with regards to software maintenance or upgrades. This will also be a part of the maintenance agreement.
11. System must have a “Task Master-type” software system that will monitor all active tasks on the system and confirm that they are operational.

**Call reporting and Data Integration**

1. The reporting interface shall be capable of integrating multiple databases into one report with the interactions as an attachment to the call record.
2. Staff shall be capable of accessing the report manager at their desktop, enter passwords and access custom reports, design reports, review interactions, and monitor systems.
3. The systems must be able to import telephony Log-in ID, CLID, call statistics, extension number and call transfer information without CTI.
4. The solution must provide an “Excel” Hot button, which will allow the Manager to quickly convert any customized report into a Microsoft Excel document.
5. Reporting and Analysis – The system’s reporting capabilities must be designed to enable authorized users the ability to drill up/drill down and slice/dice the information to enable various agents, managers, supervisors, and executives to answer virtually any interaction question in exactly the level of detail necessary to support a given administration decision.
6. Graphical Interface – The system must have the ability to support the above outlined reporting and analysis capabilities through a graphical user interface.

**RFP FOR THE  
SALINA POLICE EMERGENCY COMMUNICATIONS  
24 Hour Voice Recorder**

7. The report manager must be able to design, save, schedule and email custom reports.
8. The report manager must be able to save a customized report as a browser type favorite for quick execution.
9. The report manager must be able to search and tabulate data regarding: Station number, Division/Department, Station name, Department name, Location, Phone number, Trunk, Attachment, Duration, Data Sources, DNIS, ACD Group, Agent ID, Time and Date if required.
10. The report manager must be able to include the types of calls within a report for example: PBX data - Incoming Answered, Incoming Unanswered, Outgoing In-State, Outgoing Out-of-state, Outgoing International, Outgoing 0+ (zero plus). Trunk-to-Trunk In, Trunk-to-Trunk Out, Station-to-Station, Network (Sta-to-Sta over a Trunk) if required.
11. Columns in the report manager must be able to be rearranged by the user via drag and drop method.

**Quality Monitoring - Optional**

1. The QM software must include customizable reports
2. Forms must be able to be customized without having to rely on the manufacturer.
3. The forms must be able to be tested before being locked for production.
4. Forms must be able to be copied for revised versions.
5. The forms must have the ability to have a comments field.
6. Graphical Interface – The system must have the ability to support the above outlined reporting and analysis capabilities through a graphical user interface.
7. The system must be able to track the call taker where ever they sit by logging in to one of the following: Windows login, Phone, or auto record task.
8. The system must have the ability to capture and store all desktop activity from workstations with multiple screens if required. These screen captures shall be played back with any interaction. The system must be able to capture up to 8 monitors on one PC.

**RFP FOR THE  
SALINA POLICE EMERGENCY COMMUNICATIONS  
24 Hour Voice Recorder**

9. The system must have the ability for anyone with the correct permissions to generate and customize reports without having to have any programming skills.
10. The system must have the ability to randomly select calls for evaluation.

**ANI/ALI Capturing**

ANI/ALI must be captured and stored with each 9-1-1 interaction.

The following items from the ANI/ALI data stream must be captured at a minimum and stored in their own individual database fields of appropriate size that is sort able and searchable:

- Originating Phone Number (ANI)
- Address or Coordinate (ALI)
- Caller Name
- ANI/ALI Time of Initiation
- ANI/ALI Time of Pickup
- ANI/ALI Time of Disconnect
- ANI/ALI Date
- ESN
- Class of Service
- LAT/LONG

**Radio recording**

1. The proposed solution must be capable of recording P25 radio without the need of additional hardware beyond recording chassis. Dongle and/or analog tap solutions will not be considered.
2. The proposed solution must be capable of recording P25 via API integration with the ability of capturing radio ids, aliases, and talk groups as well as the ability to report and filter by radio ids, aliases and talk groups within the recorder.

**Training**

**General**

**RFP FOR THE  
SALINA POLICE EMERGENCY COMMUNICATIONS  
24 Hour Voice Recorder**

1. End-user and administrator training will be provided by the vendor of the system not less than one week prior to the cutover date.
2. All training for end-users and administrators must be web based using online meetings and screen sharing. If required, onsite training shall be provided.
3. The Bidder must provide in the response to this RFP an outline of all end-user and administrator training.
4. The manufacturer must provide web based training for all telecommunicators, system administrators and supervisors at each PSAP of the ANY County Emergency Communications District.

**PREFERRED FEATURES**

The Vendor may propose features beyond the minimum level of features provided for in this RFP. When doing so, please include itemized pricing and narrative depicting the value added by the recommended feature.

**RFP FOR THE  
SALINA POLICE EMERGENCY COMMUNICATIONS  
24 Hour Voice Recorder**

**EXHIBIT B: EXISTING 24 HOUR RECORDER**

- 1) The SPD dispatch area is currently configured with five, Zetron Model 4000 radio workstations that are being upgraded in 2016.
- 2) All positions have access to a separate telephone sub-system with automatic number identification/automatic location identification (ANI/ALI) display, and dual instant recall recorders. The audio from the 911 Vesta Pallas at each position is interfaced to the radio dispatch console allowing use of a common headset to access either 911 or radio. This arrangement allows all operator positions to handle inbound 9-1-1 telephone calls, as well as radio communications traffic.
- 3) There are eight 911 lines and three direct phone lines that come through the 911 Vesta Pallas. In 2017 the Vesta Pallas will be upgraded to the State of Kansas Nexgen 911 system.
- 4) The current administrative phone lines are plexar lines through AT&T. In the near future these lines will be converted to sips lines utilizing a Toshiba Phone system through Nex-Tech. We currently record eight administrative phone lines for the police department, and eight administrative phone lines for the Saline County Sheriff.
- 5) In addition there are eleven radio frequencies with an additional one being added in 2016 for a total of twelve radio frequencies,

**RFP FOR THE  
SALINA POLICE EMERGENCY COMMUNICATIONS  
24 Hour Voice Recorder**

**EXHIBIT C: STANDARD PURCHASE TERMS AND CONDITIONS**

These Standard Purchase Terms and Conditions are fully acknowledged by the Vendor as part of the Vendor's Proposal submittal and shall be contained in an Agreement between the City and Vendor provided a Notice of Award.

1. Vendor's Obligations. The Vendor shall fully and timely provide all deliverables described in the Vendor's Proposal in strict accordance with the terms, covenants, and conditions of this RFP, the Vendor's specifications, and all applicable federal, state, and local laws.

2. Effective Date; Term. This Agreement shall be effective as of the date of the City's receipt of all Agreement documents and shall continue in effect until all obligations are performed in accordance with the Agreement. The Vendor shall furnish the Deliverables, and provide all related services, on or before the date(s) or within the time(s) specified in the Vendor's Proposal.

3. Title & Risk of Loss. Title to and risk of loss of the deliverables shall pass to the City only when clear and unencumbered title to the deliverables has been furnished to the City and Notification of Acceptance has been issued by the City.

4. Delivery Terms and Transportation Charges. All deliveries shall be F.O.B. destination with all transportation and handling charges paid by the Vendor. The place of delivery shall be that location set forth in the purchase order.

5. Inspections; Rejection; Withholding Acceptance Pending Cure. The City expressly reserves all rights to inspect the deliverables within a reasonable time after delivery, and to reject defective or non-conforming goods. Notwithstanding anything to the contrary contained in applicable law or in any laws of sales or standards and practices in the industry, any acknowledgement of receipt or delivery of the deliverables by the City shall not constitute acceptance by the City or waiver of any defects or nonconformance. Acceptance of the deliverables shall not be deemed to occur until the City's issuance of the written Notification of Acceptance to the Vendor. The City reserves the right to reject the deliverables, in whole or in part, if the deliverables fail in any respect to conform to the specifications and requirements contained in or made a part of the Proposal; if they are defective in any respect; or if they have not been properly or satisfactorily installed or equipped. If the deliverables are substantially in compliance with the specifications, but are defective or nonconforming to some degree, the City may, in its sole discretion, withhold acceptance until the deliverables are rendered non-defective and conform in every respect to the Agreement.

6. Invoices. Invoices shall be prepared and submitted in duplicate to the "ship-to" address specified on the purchase order. Separate invoices are

**RFP FOR THE  
SALINA POLICE EMERGENCY COMMUNICATIONS  
24 Hour Voice Recorder**

required for each purchase order. Invoices shall contain the following information: purchase order number, item number, description of goods or services, sizes, units of measure, quantity, unit price, and extended totals.

7. Payment. The City shall pay the Vendor for goods and services rendered, in one lump sum, which shall be due and payable to Vendor within thirty (30) calendar days after the City's receipt of the invoice. Provided, however, that no payment shall be due until after: (a) the City has issued a Notification of Acceptance with respect to all Deliverables covered by the invoice; and (b) the Vendor has provided clear and unencumbered title to the Deliverables. No C.O.D.s will be accepted.

8. Warranties. The Vendor warrants and represents that all deliverables sold to the City under the Agreement shall be free from defects in design, workmanship or manufacture, and further represents and warrants that all Deliverables shall conform in all material respects to: (i) the specifications, drawings, and descriptions; (ii) any samples furnished by the Vendor; (iii) the terms, covenants and conditions of this Agreement; and (iv) all applicable state, federal or local laws, rules, and regulations, and industry codes and standards. These warranties shall be in addition to any other warranty or guarantee provided by the Vendor. Unless otherwise stated in the specifications, the deliverables shall be new merchandise, and not used or reconditioned. The Vendor may not limit, exclude or disclaim the forgoing warranties or any warranty implied by law, and any attempt to do so shall be without force or effect. The warranty period shall be at least one year from the date of acceptance of the deliverables or from the date of acceptance of any replacement deliverables, or such longer period as may be required by the specifications. If the Vendor is not the manufacturer and the deliverables are covered by a separate manufacturer's warranty, the Vendor shall transfer and assign such manufacturer's warranty to the City. If for any reason the manufacturer's warranty cannot be fully transferred to the City, the Vendor shall assist and cooperate with the City to the fullest extent to enforce such manufacturer's warranty for the benefit of the City.

9. Indemnification. To the fullest extent permitted by law, the Vendor shall defend, indemnify and hold harmless the City, its agents, representatives, officers, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees and court costs) attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property, including loss of use resulting therefrom, to the extent that such claims, damages, losses, and expenses relate to, arise out of, or are alleged to have resulted from the wrongful acts, errors, mistakes, omissions, or defective work or services of the Vendor, its employees, agents, or any tier of Sub-Vendors in the performance of this Agreement.

10. Default. The Vendor shall be in default under this Agreement if the Vendor fails to perform any of its obligations under this Agreement within ten (10) days

**RFP FOR THE  
SALINA POLICE EMERGENCY COMMUNICATIONS  
24 Hour Voice Recorder**

after written notice to comply has been mailed by the City to the Vendor (“Event of Default”).

11. Remedies. Upon the occurrence of an Event of Default, the City may exercise any or all of the following remedies, which are in addition to, and not in lieu of, any other remedies available to the City under law or equity: (a) terminate this Agreement and the Vendor’s rights under the Agreement; (b) procure the deliverables from another source, and hold the Vendor liable for the difference in cost together with incidental and consequential damages, including costs and reasonable attorney fees; or (c) hold the Vendor liable for the difference between market price of the deliverables and the agreed price herein, together with incidental and consequential damages, including costs and reasonable attorney fees. In addition, the City may pursue any available remedy at law or in equity (including specific performance) by suit, action, mandamus or other proceeding to enforce and compel the performance of the Vendor’s duties and obligations set forth in this Agreement, to enforce or preserve any other rights or interests of the City under this Agreement or otherwise existing at law or in equity and to recover any damages incurred by the City resulting from such Event of Default.

12. Termination without Cause. The City shall have the right to terminate this Agreement, in whole or in part, without cause, at any time upon thirty (30) calendar days’ prior written notice. Upon receipt of a notice of termination, the Vendor shall promptly cease all further work pursuant to the Agreement, with such exceptions, if any, specified in the notice of termination. The City shall pay the Vendor, to the extent of funds appropriated or otherwise legally available for such purposes, for all goods delivered and services performed and obligations incurred prior to the date of termination in accordance with the terms hereof.

13. Special Tools and Test Equipment. If the price stated in the Vendor’s Proposal includes the cost of any special tooling or special test equipment fabricated or required by the Vendor for the purpose of fulfilling this Agreement, such special tooling equipment and any process sheets related thereto shall become the property of the City and shall be identified by the Vendor as such.

14. Taxes. The equipment purchased hereunder is purchased by the City, a tax exempt entity, for public and municipal purposes and the parties understand that this sale shall be exempt from taxation.

15. Patent and Copyright Infringement. The Vendor shall be required to pay all royalties and license fees and shall defend, indemnify, and hold harmless the City, its agents, representatives, officers, officials and employees from liability of any nature or kind, including costs and expenses, for or on account of any patented or unpatented invention, process, article, or appliance manufactured or used in the performance of this Agreement, including its use by the City.

16. Non-appropriation. The City is subject to Kansas budget and cash basis laws, and operates on a calendar fiscal year. In the event that this Agreement

**RFP FOR THE  
SALINA POLICE EMERGENCY COMMUNICATIONS  
24 Hour Voice Recorder**

involves financial obligations spanning multiple fiscal years for the City, it is subject to annual appropriation by the City's governing body for future fiscal years. If the City's governing body does not appropriate the funds necessary to fulfill the City's financial obligations pursuant to this Agreement, the City shall so notify the other parties to this Agreement and this Agreement shall be null and void for purposes of the fiscal year(s) affected by the decision of the governing body not to appropriate.

17. Relationship. It is expressly understood that the Vendor, in performing services under this Agreement, does so as an independent Vendor. The City shall neither have nor exercise any control or direction over the methods by which Vendor performs its services hereunder. The sole interest and responsibility of the City is to see that the services covered by this Agreement are performed and rendered in a competent, efficient, and satisfactory manner. The Vendor shall be exclusively responsible for all taxes, withholding payments, employment-based benefits, deferred compensation plans, including but not limited to its workers compensation and social security obligations, and the filing of all necessary documents, forms, or returns pertinent to the foregoing.\

18. Notices. All notices required or permitted to be given pursuant to this Agreement shall be in writing and delivered personally or sent by registered or certified mail, return receipt requested, or by generally recognized, prepaid, commercial courier or overnight air courier service. Notice shall be considered given when received on the date appearing on the return receipt, but if the receipt is not returned within five (5) days, then three (3) days after mailed, if sent by registered or certified mail or commercial courier service; or the next business day, if sent by overnight air courier service. Notices to the Vendor shall be to the address specified in the Vendor's Proposal, or at such other address as the Vendor may designate via a written notice to the City. Notices to the City shall be addressed to the City of Salina, Attn: City Clerk, P.O. Box 736, Salina, Kansas 67402-0736.

19. Compliance with Applicable Law. The Vendor shall comply with all applicable federal, state, and local law in the performance of this Agreement.

20. Administration of Agreement. All references in this Agreement to City's participation or approval shall mean the participation or approval of the City Manager, or his or her designee, unless otherwise provided herein.

21. Attorney Fees. If any suit or action is instituted by either party hereunder, including all appeals, the prevailing party in such suit or action shall be entitled to recover reasonable attorney fees and expenses from the non-prevailing party, in addition to any other amounts to which it may be entitled.

22. Right to Independent Legal Advice. The Vendor understands and acknowledges the right to have this Agreement reviewed by legal counsel of the Vendor's choice.

**RFP FOR THE  
SALINA POLICE EMERGENCY COMMUNICATIONS  
24 Hour Voice Recorder**

23. Applicable Law; Venue. This Agreement and its validity, construction and performance shall be governed by the laws of Kansas. In the event of any legal action to enforce or interpret this Agreement, the sole and exclusive venue shall be in the Saline County, Kansas District Court.

24. Interpretation. This Agreement shall be interpreted according to its fair meaning, and not in favor of or against any party.

25. Time. Time is of the essence of this Agreement. No extension will be granted unless in writing and signed by the parties. Should the end of a time period fall on a legal holiday that termination time shall extend to 5:00 p.m. of the next full business day.

26. Severability. The unenforceability, invalidity, or illegality of any provision of this Agreement shall not render the other provisions unenforceable, invalid, or illegal.

27. Amendments. Neither this Agreement nor any of its terms may be changed or modified, waived, or terminated except by an instrument in writing signed by an authorized representative of the party against whom the enforcement of the change, waiver, or termination is sought. Without limiting the foregoing, no pre-printed or similar terms on any invoice, order, or other document shall have any force or effect to change the terms, covenants, and conditions of this Agreement.

28. Waiver. No failure or delay by a party hereto to insist on the strict performance of any term of this Agreement, or to exercise any right or remedy consequent to a breach thereof, shall constitute a waiver of any breach or any subsequent breach of such term. No waiver of any breach hereunder shall affect or alter the remaining terms of this Agreement, but each and every term of this Agreement shall continue in full force and effect with respect to any other then existing or subsequent breach thereof.

29. Conflict Resolution. No interpretation of this Agreement shall be allowed to find the City has agreed to binding arbitration.

30. No Third Party Beneficiaries. Solely the parties to this Agreement shall have rights and may make claims under this Agreement. There are no intended third party beneficiaries under this Agreement, and no third parties shall have any rights or make any claims hereunder.

31. Feminine-Masculine, Singular-Plural.  
Wherever used, singular shall include the plural, plural the singular, and use of any gender shall include all genders.

**RFP FOR THE  
SALINA POLICE EMERGENCY COMMUNICATIONS  
24 Hour Voice Recorder**

32. Headings. The headings of the sections of this Agreement are included for the purposes of convenience only and shall not affect the interpretation of any provision hereof.

33. Binding Effect. This Agreement shall extend to and bind the heirs, executors, administrators, trustees, successors and authorized assigns of the parties hereto.

34. Non-Assignable. Due to the unique qualifications and capabilities of the Vendor, neither the rights nor responsibilities provided for under this Agreement shall be assignable by either party, either in whole or in part.

35. Entire Agreement. This Agreement constitutes the entire agreement between parties and supersedes all prior oral written understandings. This Agreement shall not be altered, modified, amended or changed except by written amendment signed by the parties.

**RFP FOR THE  
SALINA POLICE EMERGENCY COMMUNICATIONS  
24 Hour Voice Recorder**

**EXHIBIT D: PROPOSAL (BID) BOND FORM**

**BID BOND FORM (SECTION 00430)**

Any singular reference to Bidder, Surety, Owner or other party shall be considered plural where applicable.

---

BIDDER *(Name and Address):*

SURETY *(Name and Address of Principal Place of Business):*

OWNER *(Name and Address):*

City of Salina, Kansas  
300 W. Ash Street  
Salina, KS 67401

BID

Bid Due            October 12, 2016  
Date:                5 o'clock p.m. central daylight time  
Description  
24 Hour Voice Recorder

BOND

Bond  
Number:  
October 12, 2016  
5 o'clock p.m. central daylight time  
Penal  
sum

\$

\_\_\_\_\_ )  
(Words)

\_\_\_\_\_ )  
(Figures)

Surety and Bidder, intending to be legally bound hereby, subject to the terms set forth below, do each cause this Bid Bond to be duly executed by an authorized officer, agent, or representative.

**BIDDER**

**SURETY**

(Seal  
)

(Seal)

\_\_\_\_\_  
Bidder's Name and Corporate Seal

\_\_\_\_\_  
Surety's Name and Corporate Seal

By:

\_\_\_\_\_  
Signature

By:

\_\_\_\_\_  
Signature (Attach Power of Attorney)

**RFP FOR THE  
SALINA POLICE EMERGENCY COMMUNICATIONS  
24 Hour Voice Recorder**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

*Note: Above addresses are to be used for giving any required notice. Provide execution by any additional parties, such as joint venturers, if necessary.*

1. Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to pay to Owner upon default of Bidder the penal sum set forth on the face of this Bond. Payment of the penal sum is the extent of Bidder's and Surety's liability. Recovery of such penal sum under the terms of this Bond shall be Owner's sole and exclusive remedy upon default of Bidder.

2. Default of Bidder shall occur upon the failure of Bidder to deliver within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents.

3. This obligation shall be null and void if:

3.1 Owner accepts Bidder's Bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents, or

3.2 All Bids are rejected by Owner, or

3.3 Owner fails to issue a Notice of Award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by Paragraph 5 hereof).

4. Payment under this Bond will be due and payable upon default of Bidder and within 30 calendar days after receipt by Bidder and Surety of written notice of default from Owner, which notice will be given with reasonable promptness,

**RFP FOR THE  
SALINA POLICE EMERGENCY COMMUNICATIONS  
24 Hour Voice Recorder**

identifying this Bond and the Project and including a statement of the amount due.

5. Surety waives notice of any and all defenses based on or arising out of any time extension to issue Notice of Award agreed to in writing by Owner and Bidder, provided that the total time for issuing Notice of Award including extensions shall not in the aggregate exceed 120 days from Bid due date without Surety's written consent.

6. No suit or action shall be commenced under this Bond prior to 30 calendar days after the notice of default required in Paragraph 4 above is received by Bidder and Surety and in no case later than one year after Bid due date.

7. Any suit or action under this Bond shall be commenced only in a court of competent jurisdiction located in the state in which the Project is located.

8. Notices required hereunder shall be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier, or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the party concerned.

9. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent, or representative who executed this Bond on behalf of Surety to execute, seal, and deliver such Bond and bind the Surety thereby.

10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of this Bond conflicts with any applicable statute, then the provision of said statute shall govern and the remainder of this Bond that is not in conflict therewith shall continue in full force and effect.

11. The term "Bid" as used herein includes a Bid, offer, or proposal as applicable.

**RFP FOR THE  
SALINA POLICE EMERGENCY COMMUNICATIONS  
24 Hour Voice Recorder**

**RFP FOR THE  
SALINA POLICE EMERGENCY COMMUNICATIONS  
24 Hour Voice Recorder**

**EXHIBIT E: PERFORMANCE, PAYMENT and OTHER BOND  
REQUIREMENTS**

- 1) Vendor shall furnish performance and payment bonds, each in an amount at least equal to the Agreement Price as security for the faithful performance and payment of all of Vendor's obligations under the Agreement Documents. These bonds shall remain in effect until one year after the date when final payment becomes due.
- 2) Vendor shall furnish performance and payment bonds, each in an amount at least equal to the full Proposal cost as security for the faithful performance and payment of all of Vendor's obligations under the Agreement documents. These bonds shall remain in effect until one year after the date when final payment becomes due or until completion of the correction period as mutually agreed upon between the Owner and Vendor, which shall not exceed one year, except s provided otherwise by laws or regulations or by the Agreement documents. Vendor shall also furnish such other grounds as are required by the Agreement documents.
- 3) All bonds shall be in the form prescribed by the Agreement Documents except as provided otherwise by Laws or Regulations, and shall be executed by such sureties as are named in the list of "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" as published in Circular 570 (amended) by the Financial Management Service, Surety Bond Branch, U.S. Department of the Treasury. All bonds signed by an agent or attorney-in-fact must be accompanied by a certified copy of that individual's authority to bind the surety. The evidence of authority shall show that it is effective on the date the agent or attorney-in-fact signed each bond.
- 4) If the surety on any bond furnished by Vendor is declared bankrupt or becomes insolvent or its right to do business is terminated in any state where any part of the Project is located or it ceases to meet the requirements of Paragraph B, shall promptly notify the Project Manager and shall, within 20 days after the event giving rise to such notification, provide another bond and surety, both of which shall comply with the requirements of Paragraphs B and D.
- 5) All bonds and insurance required by the Agreement Documents to be purchased and maintained by the Vendor shall be obtained from surety or insurance companies that are duly licensed or authorized in the jurisdiction in which the Project is located to issue bonds or insurance policies for the limits and coverages so required.



**RFP FOR THE  
SALINA POLICE EMERGENCY COMMUNICATIONS  
24 Hour Voice Recorder**

- Personal and Advertising Liability                      \$1,000,000

The policy shall contain an endorsement that modifies the general aggregate to apply separately to each project. The Vendor shall maintain the Products and Completed Operations liability coverage for a period of at least two (2) years after completion of all work under the Agreement.

- b. Workers' Compensation/Employer's Liability. The Vendor shall maintain workers' compensation and employer's liability coverage with policy limits not less than the following:

- Workers' Compensation (Coverage Part A)
  - Statutory
- Employer's Liability (Coverage Part B)
  - \$100,000 each accident
  - \$500,000 disease – policy limit
  - \$100,000 disease – each employee

**RFP FOR THE  
SALINA POLICE EMERGENCY COMMUNICATIONS  
24 Hour Voice Recorder**

**EXHIBIT G: EQUAL OPPORTUNITY REQUIREMENTS**

- 1) In conformity with the Kansas Act Against Discrimination and Chapter 13 of the Salina Code, the Vendor and its Sub-Vendors, if any, shall agree that:
  - a. The Vendor shall observe the provisions of the Kansas Act Against Discrimination and Chapter 13 of the Salina Code and in doing so shall not discriminate against any person in the performance of work under this Agreement because of race, sex, religion, age, color, national origin, ancestry or disability;
  - b. The Vendor shall include in all solicitations or advertisements for employees the phrase "Equal Opportunity Employer" or a similar phrase to be approved by the City's Community Relations Director;
  - c. If the Vendor fails to comply with the manner in which the Vendor reports to the Kansas Human Rights Commission in accordance with the provisions of K.S.A. 44-1031 and amendments thereto, the Vendor shall be deemed to have breached this Agreement and it may be cancelled, terminated or suspended, in whole or in part, by the Owner;
  - d. If the Vendor is found guilty of a violation of Chapter 13 of the Salina Code or the Kansas Act Against Discrimination under a final decision or order of the Salina Human Relations Commission or the Kansas Human Rights Commission, the Vendor shall be deemed to have breached this Agreement and it may be cancelled, terminated or suspended, in whole or in part, by the City.
  - e. The Vendor shall not discriminate against any employee or applicant for employment in the performance of this Agreement because of race, sex, religion, age, color, national origin, ancestry or disability; and
  - f. The Vendor shall include similar provisions in any Sub-Agreement under this Agreement.
  
- 2) The provisions of this section shall not apply to this Agreement if the Vendor:
  - a. Employs fewer than four (4) employees during the term of this Agreement; or
  - b. Agreements with the Owner for cumulatively \$5,000 or less during the City's calendar fiscal year.