

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

A G E N D A

December 11, 2006 - 5:00 P.M. - Council Chambers - City Hall - City of Dover
*Public comments are welcomed on any item and will be permitted at appropriate times.
When possible, please notify the City Clerk (736-7008 or e-mail at
Tmcdowell@dover.de.us) should you wish to be recognized.*

AGENDA ADDITIONS/DELETIONS

1. Evaluation of Bids
 - A. Police Station Heating & Air Conditioning (HVAC) Controls
 - B. Digital In-Car Video Cameras and Associated Equipment
 - C. Utility Meter Test Van - City Vehicle #763

2. Adjournment by 5:30 P.M.

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ACTION FORM

PROCEEDING:	Legislative, Finance & Administration	AGENDA ITEM NO.:	12/11/06 – 1A
DEPARTMENT OF ORIGIN:	Police	DATE SUBMITTED:	10/4/06
PREPARED BY:	Captain Ray M. Sammons III / Administrative Division Commander		
SUBJECT:	Police Station Heating & Air Conditioning (HVAC) Controls		
REFERENCE:	Budget Funding		
RELATED PROJECT:	CIP PD0401		
APPROVALS:	City Manager, Finance Director		
EXHIBITS:	N/A		
EXPENDITURE REQUIRED:	\$70,985.00	AMOUNT BUDGETED:	\$69,774.00
FUNDING SOURCE (Dept./Page in CIP & Budget):	2006/2007 Operating Budget, pages 150 and 337, General Fund Account No. 110-1700-541-40-28 (Computer Hardware Purchase). Note: Due to delays, cost has gone over amount budgeted by \$1,211. If Police Department is unable to get price lowered back to \$69,774, overage will be transferred from Account No. 110-1700-541-20-46 (Building Maintenance Supplies)..		
TIMETABLE:	When approved by Council, the Police Department will order the items following the City's Purchasing Policy.		
RECOMMENDED ACTION:	Approve project as requested.		

BACKGROUND AND ANALYSIS

The Police Station's current heating and air-conditioning (HVAC) system was installed during the renovation of our building in August 1997. The current system is an older generation computer designed by Trane to run/control the building HVAC system which uses a DOS-based program (Tracer 100), that accesses data from a cassette drive. Unfortunately, Trane equipment is proprietary in nature; and the local distributor, Seiberlich Trane Inc., projected our system to be non-supportable after 2004. The program held on until last year when the computer program crashed. Our HVAC system ran uncontrolled for days until we were able to get Trane down to reboot the computer. Luckily they had the hardware and software available to do so but indicated that if anything happened to the computer again, they would not be able to fix it because the parts are not available.

Three years ago, we changed vendors for our HVAC system maintenance contract. During that process, three vendors looked at our system; but only one, Services Unlimited, LLC, out of New Castle, DE, followed through and gave us a contract proposal. Neither of the other two vendors had Trane-qualified repairmen, and neither wanted to deal with the proprietary equipment / computer controls. Anticipating problems in maintaining the Tracer 100 computer program that regulates and controls our HVAC system because it is based on antiquated technology, we budgeted for its replacement using Services Unlimited's proposal in the CIP several years ago, but the funding process was delayed at least twice. Their proposal replaces proprietary Trane components of the system with universally available Honeywell components that are less expensive and extremely user friendly. Conversely, our technician had to attend a class to learn how to access and use the Tracer 100 program that controls the system now.

As a result, we request to award this project to Services Unlimited, LLC to maintain our continuity of service. They have worked with us diligently and have provided outstanding service to our facility since they assumed our contract three years ago. Whenever we have had major issues that required assistance from Seiberlich Trane, they assisted and helped us get Trane to respond. It would have been more difficult otherwise because Trane does not give any service priority to customers who do not have maintenance agreements with them.

ACTION FORM

PROCEEDING:	Legislative, Finance & Administration	AGENDA ITEM NO.:	12/11/06 – 1B
DEPARTMENT OF ORIGIN:	Police	DATE SUBMITTED:	09/29/06
PREPARED BY:	Captain Ray M. Sammons III / Administrative Division Commander		
SUBJECT:	Digital In-Car Video Cameras and associated equipment		
REFERENCE:	Grant Funding		
RELATED PROJECT:	N/A		
APPROVALS:	City Manager, Finance Director		
EXHIBITS:	N/A		
EXPENDITURE REQUIRED:	\$73,295.00	AMOUNT BUDGETED:	N/A
FUNDING SOURCE (Dept./Page in CIP & Budget):	The Police Department has obtained S.A.L.L.E. funding and a grant from the U.S. Department of Justice (Byrne Grant) in order to purchase the digital in-car video cameras and associated equipment.		
TIMETABLE:	When approved by Council, the Police Department will order the items in accordance with the City's Purchasing Policy.		
RECOMMENDED ACTION:	Approve project as requested.		

BACKGROUND AND ANALYSIS

The Police Department has applied for and received grant funding from two (2) separate funding sources in order to purchase digital in-car video cameras and the equipment associated with the cameras.

The Police Department is currently utilizing VHS in-car video cameras. The technology industry is moving away from VHS video and is moving toward digital technology. The quality of the digital video is far superior to VHS video.

The Department does not currently have enough VHS in-car video cameras to equip all of the Patrol vehicles. With the purchase of the ten new digital in-car cameras, the Department will be able to ensure all of our vehicles assigned to the Patrol Division will be equipped with the video cameras (video/digital).

VENDORS and BIDS

The Police Department contacted three vendors who offer digital in-car video cameras: ICOP Digital Inc., Kustom Signals, and Mobile Eye. Of the three vendors, only ICOP Digital Inc. and Kustom Signals offered a level of security regarding their storage devices. The third vendor did not offer this level of security and therefore was not considered any further. The remaining vendors offer software which creates tamperproof evidence. Many other vendors use regular digital memory cards which allow the video to be edited by most computer video software programs.

The information was given to Mr. Pete Gregg who posted the bids. Six companies responded to the bid process. Of the six companies that provided bids, Digital Alley Inc. was the lowest bidder. However, they did not meet our specifications regarding security of their storage devices, so their bid was not considered. The lowest bidder was Kustom Signals with a bid of \$68,874.00 for their product. The next lowest bidder was ICOP Digital Inc. with a bid of \$73,590.22.

We are requesting to purchase the ICOP Digital Inc. equipment based on the facts that this vendor's equipment is actually installed in the dashboard; it replaces the AM/FM radio space. The only equipment which occupies the passenger compartment space is the camera itself. The recording device is inside the unit which is inside the vehicle's dashboard. The other vendor's equipment (Kustom Signals) has an overhead console which could be injurious to an officer/occupants of the vehicle during an accident. The recording device is located in the trunk of the vehicle which is occupying space which could be used for other equipment.

Both bids included installation of the cameras. However with the contract we have with the State of Delaware Department of Communications, we will be able to have the units installed for an amount considerably less than that offered by the companies.

