

**Statement of Work**  
**Telematics/Camera Vehicle Installation**

**I-1. Statement of the Project.** The purpose of this Invitation for Bid (IFB) is to establish a contract with one or more qualified Contractors to provide various electrical accessory installation/upfitting of SmartWitness dash camera system for the Pennsylvania Department of Transportation (PennDOT) Philadelphia County Maintenance Office located at 1901 Ruffner Street Philadelphia, PA 19140. The contract shall provide all labor necessary to perform the installation of system components into 43 Department vehicles including but not limited to CPU, road facing cameras, rear and facing camera, and all cabling necessary for proper installation.

- A. Award:** This IFB will be based on the lowest cost provider of the estimated quantities from all bids received that are deemed both responsive and responsible for the project.
- B. Contractor qualification:** After the bid opening and prior to awarding of the contract, the Department has the right to request references (name, addresses, and telephone numbers) of similar work performed in the previous two years as proof of qualifications to perform the work involved in this contract.
- C. Small Business Reserve:** This procurement has been reserved for Small Business Contracting. Only those vendors certified as DGS Small Businesses through the Small Business Contracting Program may submit a quote for these services.
- D. Worker Protection and Investment:** Pursuant to Executive Order 2021-06, Worker Protection and Investment (October 21, 2021), the Commonwealth is responsible for ensuring that every Pennsylvania worker has a safe and healthy work environment, and the protections afforded them through labor laws. To that end, contractors and grantees of the Commonwealth must certify that they are in compliance with all applicable Pennsylvania state labor and workforce safety laws. Such certification shall be made through the Worker Protection and Investment Certification Form (BOP-2201) and submitted with the bid, proposal, or quote.
- E. Project Management:** The PennDOT Project Manager for this contract will be the Highway Equipment Manager, or their designee. The County management may change the PennDOT Project Manager as they deem necessary.
- F. Estimated Quantities:** All quantities are estimated and may not reflect actual quantities. The Department reserves the right to increase or decrease these quantities based on need.
- G. Project Kick Off Meeting:** The Project Kick-off Meeting will be scheduled by the PennDOT Project Manager or Designee and will occur within ten (10) days after the Fully Executed Purchase Order is delivered to the awarded Contractor. The Contractor's Representative and Contractor's Project Manager and/or Foreperson must be present. The meeting will be held virtually via Microsoft Teams. Topics to be discussed include items such as Contractor responsibility, review of SOW, contract T&Cs i.e.: Insurance, etc.
- H. Contractor Representative:** Contractor must submit within 3 days of apparent low bidder status, the name of a Contractor representative, and the Contractor Representative's 24 hour-a-day cell phone number and email address. The Contractor representative serves as the Contractor's project manager.

**I-2. Term of the Project.** The term of this Project shall commence upon issuance of a Contract or Purchase Order to the selected Contractor ("Effective Date") and shall expire one (1) year after the effective date.

No work may begin or be reimbursed prior to issuance of the purchase order. The selected Contractor will be paid after submitting invoices, provided such invoices are in accordance with the work plan and approved by the Commonwealth Project Manager. Final payment will not be made until all Project work has been successfully completed.

The term of this Project may be extended by and at the sole option of the Commonwealth for up to 90 days upon the same terms and conditions where a continued need exists for the services of the selected Contractor and there has been no termination under the terms of the Contract or Purchase Order.

Costs within the quote shall be all inclusive and shall include, but not be limited to personnel, equipment, disposal, transportation, mobilizations, etc.

**I-3. Scope of Work.** The Contractor shall provide all necessary supervision, labor, tools, , equipment, transportation, and technical expertise for the proper electrical accessory installation/upfitting of SmartWitness dash camera installation and related equipment. All equipment shall be provided by the Department.

**A. Contractor Requirements:**

**1. Camera Installation for Dump Trucks and Support Vehicles:** Accessory installation service shall include the following components:

- 1) SmartWitness CP4S-NA Cellular Enabled Vehicle Recorder ("Brain") with locking cover (CP4-LC)
- 2) SmartWitness SVA045-AM-5B Road Facing Camera
- 3) SmartWitness SVA035-A-5B Side/Rear Facing Camera
- 4) SmartWitness SV7QLCD-T LCD Monitor

Installation will take place at the Philadelphia County Maintenance Facility located at 1901 Ruffner Street. A total of forty-three (43) systems will be installed in various vehicles including dump trucks, street sweepers, crew cabs, and pickup trucks. A list of vehicles requiring installation is included as Buyer Attachment 1. The department reserves the right to make changes to the equipment list as determined by needs. Minor metal fabrication and welding may be required for metal housing and/or shrouds.

**2. Camera Placement:** Prior to installing vehicle, confirm the 12V outlet is operational.

- 1) Follow Xirgo/Sensata's recommendation for camera placement including viewing angles, & calibration.
  - a. Ensure the windshield is not wet or dirty; use the alcohol pad and wipe it to dry
  - b. Install camera on windscreen with harness secured in headliner and routed to power source.
  - c. Ensure the 3M tape is used and adheres to the windshield.
  - d. Attach the CP/KP2 holder/base, without the camera, to ensure properly seated. Put pressure just on the base to ensure full adhesion.
  - e. Secure camera to windscreen support and lock in place.
- 2) Mount exterior camera(s) and cable. Run exterior camera cables to the internal DVR. Cables run through structural tubing or under vehicle to protect them from damage.

- a.** Some drilling to adhere cable stays or loom locks may be required.
  - 3) Use the SmartWitness App to complete install & press on the red panic button (as this starts the video data recording.)
  - 4) Never cover the camera lens nor the rear-view mirror.
- 3. **General Workmanship:** Installation and assembly, unless otherwise agreed to by PennDOT in writing, shall be new, in first class condition, in accordance with industry best practices and in accordance with the specifications described herein.
- 4. **Electrical Workmanship:** All electrical components added to the equipment shall be installed in accordance with industry best practices.

The following conditions shall be met:

- 1) External wiring shall be exterior grade and permanently secured per standard industry practices
- 2) External electrical connections shall be in watertight enclosures
- 3) External electrical components (circuit breakers, relays, switches, etc.) shall be of watertight design
- 4) All wire ends (both external and internal) shall be fitted with the proper size spade, lug or ring terminals
- 5) Terminal to wire connections shall be properly soldered and protected with proper heat shrink tubing
- 6) All spade terminals or pin type wire connections shall be coated with a corrosion preventive compound, designed for use with electrical components. Example: Truck-Lite NYK-77
- 7) All panel penetrations shall be protected with correctly sized grommets and create a weather resistant seal.
- 8) Properly designed circuit with a fuse or circuit breaker for protection shall be provided
- 9) Terminal blocks shall be used for all wiring junctions
- 10) Compression fittings on jacketed cable, or accept plastic conduit (not vinyl tubing), to make a weather resistant seal shall be used.
- 11) Cable from cab to external equipment shall be 1 piece for improved reliability
- 12) Internal wiring and electrical connections shall be in protective enclosures
- 13) Electrical cables and wires shall be provided with a protective sheathing wherever abrasion may occur due to movement of components. Sheathing may be a heavy-duty plastic product or flexible steel product or approved equal.
- 14) Electrical connections and wiring shall be in weatherproof enclosures or inside surface mount plastic junction boxes with covers or approved equal.
- 15) External/non-enclosed electrical plug/socket connections shall be completely sealed and weather resistant to withstand corrosion from winter salt spray.

The following is unacceptable to PennDOT:

- 1) The use of Scotchlok or other similar quick connectors
- 2) The use of crimped connectors
- 3) Splicing of wires and bulkhead connectors

- 2. **Service Level Agreements:** Upfitting services must occur within sixty (60) days of the issuance of the purchase order or an agreed upon date. PennDOT will perform inspection as installations are completed. Vendor must make any required modifications to ensure satisfactory inspection.

3. **Safety:** All necessary safety precautions are the responsibility of the contractor. All work will be performed in a professional, safe, and orderly manner, and in accordance with state and local laws.
4. **Warranty:** Contractor shall provide a one (1) year warranty on all installation services.
5. **Work Schedule:** Work associated with this project may be performed Monday through Friday. The PennDOT Project Manager or designee may authorize work on Saturday and Sunday, as necessary. Regular hours for scheduled work are 7:00 AM through 3:30 PM.
  - a. No work shall be scheduled to occur on the following holidays unless written permission to do so is provided by PennDOT Project Manager or designee:
    1. New Year's Day
    2. Dr. Martin Luther King Jr. Day
    3. President's Day
    4. Memorial Day
    5. Juneteenth
    6. Independence Day
    7. Labor Day
    8. Indigenous People's Day
    9. Veteran's Day
    10. Thanksgiving Day
    11. Day after Thanksgiving Day
    12. Christmas Day

The following Monday will be recognized as the day when no work is to be scheduled for all holidays occurring on a Sunday, and the Friday before will be recognized as the day when no work is to be scheduled for all holidays occurring on a Saturday.

6. **Inspection:** All work will be subject to inspection by the Project Manager during the term of this contract. Failure to satisfactorily meet all the requirements of this contract, or the refusal to promptly correct all deficiencies within 24 hours of notification by phone, fax or written (including email), may be cause for termination of the contract.
7. **Insurance:** The contractor shall purchase and maintain, at its own expense, the following types of insurance issued by companies acceptable to PennDOT:

Workers Compensation Insurance sufficient to cover all of the employees of Contractor working to fulfill this contract.

Comprehensive General Liability Insurance, including bodily injury and property damage insurance, to protect the Commonwealth and the Contractor from claims arising out of the performance of the contract. The amount of bodily injury shall not be less than \$500,000 for injury to or death of persons per occurrence. The amount of property damage insurance shall not be less than \$300,000 per occurrence.

8. **Property Damage:** The Contractor shall repair or replace any of PennDOT's property, real or physical, or private property damaged during the performance of their duties at no additional cost to PennDOT.

**D. Subcontracting:** Subcontracting is not permitted for this contract.

**E. Confirmation of Services Reporting:** A completed OS-501 (Buyer Attachment 2) shall be submitted by the Contractor to the PennDOT Project Manager or designee, for review and verification, on a monthly basis.

1. The PennDOT Project Manager or designee will notify the Contractor if corrections are needed.
2. Each OS-501 shall be itemized, include sufficient detail, and coordinate with the line items of the Purchase Order.

**F. Billing and Payments:** Invoices shall be submitted by the Contractor on a monthly basis. For further instructions regarding invoices, **Billing Requirements** section of the contract Terms and Conditions.

Untimely or incomplete submissions of OS-501 and any required supporting documentation may delay processing of a "proper invoice" as required by the Terms & Conditions.

**I-2. Pay Items.** The Unit of Measure for Pay Items are identified at the bottom of each Pay Item and on the Cost Sheet.

**Pay Item 1: 4 Camera Installation w/ LCD Monitor**

DESCRIPTION: This work is the installation of a 4 camera SmartWitness system with LCD monitor in PennDOT equipment.

Bid price is all inclusive of all project management, schedule management, site management, miscellaneous installation supplies, travel costs, and incidental materials.

PAY ITEM, UNIT OF MEASURE: Each (EA)

**Pay Item 2: 4 Camera Installation no Monitor**

DESCRIPTION: This work is the installation of a 4 camera SmartWitness system in PennDOT equipment.

Bid price is all inclusive of all project management, schedule management, site management, miscellaneous installation supplies, travel costs, and incidental materials.

PAY ITEM, UNIT OF MEASURE: Each (EA)