

**NOTICE OF  
REQUEST FOR PROPSALS  
FOR  
RETROFITTING OF A TVI CAMERA TRUCK'S  
CRAWLER EQUIPMENT**

The City of Goshen has issued a Request for Proposals for the purchase and retrofitting of a TVI camera truck's crawler equipment and Trade-in of current equipment. The complete Request for Proposals packet may be obtained from the Goshen Clerk-Treasurer's Office at 202 S. Fifth Street, Goshen, IN 46528.

Sealed proposals must be received by the City of Goshen Legal Department, 204 E. Jefferson Street, Suite #2, Goshen, IN 46528 no later than 4:00 p.m. (local time) on March 25, 2022. The proposals will be opened on the due date. Proposals received by the City after the deadline described will not be accepted nor considered unless the vendor submitting a late proposal shows good cause for submitting a proposal after the deadline.

**CITY OF GOSHEN, INDIANA**



**REQUEST FOR PROPOSALS**

**FOR**

**TVI Camera Unit Upgrade**

**FOR**

**THE CITY OF GOSHEN SEWER DEPARTMENT**

## TABLE OF CONTENT

<b>REQUEST FOR PROPOSALS</b> .....	<b>3</b>
<b>CURRENT OPERATION</b> .....	<b>3</b>
<b>TVI CAMERA TRUCK DETAILS</b> .....	<b>4</b>
<b>TVI CAMERA SCOPE OF WORK OVERVIEW</b> .....	<b>4</b>
<b>RESPONDENT SUPPORT SYSTEM OVERVIEW</b> .....	<b>4</b>
<b>RESPONDENT EXPERIENCE</b> .....	<b>4</b>
<b>RESPONDENT WARRANTIES</b> .....	<b>5</b>
<b>RESPONDENT EXCEPTIONS</b> .....	<b>5</b>
<b>TVI CAMERA SCORING</b>	
<b>TVI SOFTWARE SCOPE OF WORK OVERVIEW</b> .....	<b>8</b>
<b>RESPONDENT EXPERIENCE</b> .....	<b>8</b>
<b>RESPONDENT WARRANTIES</b> .....	<b>9</b>
<b>RESPONDENT SOFTWARE UPDATE POLICY</b> .....	<b>10</b>
<b>RESPONDENT EXCEPTIONS</b> .....	<b>11</b>
<b>TVI SOFTWARE SCORING</b>	
<b>TVI LATERAL LAUNCH OPTION WORK OVERVIEW</b> .....	<b>12</b>
<b>RESPONDENT EXCEPTIONS</b> .....	<b>13</b>
<b>TVI LATERAL LAUNCH SCORING</b>	
<b>SUBMISSION INSTRUCTIONS</b> .....	<b>16</b>
<b>SELECTION PROCESS</b> .....	<b>17</b>
<b>DISCLAIMERS</b> .....	<b>18</b>

**CITY OF GOSHEN WATER  
DEPARTMENT'S REQUEST FOR  
PROPOSALS**

**For**

**TVI Pipe Inspection Unit System Upgrade**

The City of Goshen (City) is requesting proposals for the purchase and retrofitting of the TVI camera truck's crawler equipment and Trade - In. For the context of this Request for Proposals, the use of the words, contractor, vendor, supplier, or respondent all have the same meaning for the company/business submitting an offer.

Project Name: TVI Camera Truck Retrofit and Trade In

RFP Issue Date:

Submission Deadline:

Proposals shall include a Televisual Sewer Inspection Unit (TVI) and Trade-in. capable of meeting the current and future Inspection, Documentation, Evaluation and Maintenance needs within the City's service area.

The purchase requirements of new TVI shall meet the following Specifications.

**Current Operation**

The current equipment uses an IBAK camera crawler connected to a computer system that uses Pipe Logix software. The TVI Inspects (62) miles of Storm Sewer, three thousand (3,200) Storm Structures, (152) one hundred and fifty-two miles of Sanitary Sewer. The TVI is capable of televising sewer mains from 8" inch to 36" inch in diameter.

The express goal of this project is to replace the older camera system and software in the current truck.

**Start time**

Work will begin within thirty (30) calendar days from award of the contract and install is to be completed in thirty (30) calendar days.

**Item 1. Camera Truck Retrofit**

The City is requesting a proposal from a vendor to upgrade the current camera system in the existing truck to a new system supplied by the vendor.

**Item 2. Software**

The City is requesting a proposal for new software to upgrade from our previous Pipe Logix system.

**Option 1. Lateral Launch System**

The City is requesting a proposal from a vendor Lateral Launch System capable of televising sewer laterals from the Mainline to a home or business.

## **Truck Details**

The TVI operations truck is a 2008 Ford E-350 series with a Rockford rear box installed. It is equipped with a 120-volt and 45-amp generator 5.5kw suitable for electronics.

The City will use the existing computers see description below:

Purchased: 5/21/2020  
Processor: i5-8400  
RAM: 16 GB DDR4  
Motherboard: Asus PRIME H310M-C R2.0  
Storage: OS drive: 500 GB SSD  
Secondary drive: 8 TB HDD  
Video: GeForce GT 710 2 GB

## **Item 1. Pipe Inspection Camera/Crawler:**

### **Camera Truck Retrofit Scope of Work Overview**

The City is requesting proposals for the purchase and retrofitting of a pipe inspection camera crawler system. The current system is a computer controlled IBAK system. The current tractor is a KRA75 with an Orpheus camera system. The new vendor and system should be able to be retrofit into a Ford TVI truck in an area of 4'6" wide by 4' deep by 5'6" tall. Vendor is encouraged to come to our facility and view the truck. (See Exhibit #1 for pictures)

The scope of the work involves, but is not limited to, providing and installing, a pipe inspection crawler system. The system should be able to inspect pipes that range in size from 6" to 48". The cable length should be minimum of 1,500 feet.

### **Support Service**

The Vendor shall describe how their customer support shall provide support services, the availability of the support services, an explanation of the coverage of the support services, and the process for the customer to utilize the support services.

If the proposed system is not manufactured and maintained by the Vendor, provide a detailed explanation of the suppliers for each component of each system proposed and their relationship to the Vendor

### **Vendor Qualifications**

Vendor shall have the ability to retrofit vehicles. Proposals shall include the Vendor's past experience in the retrofitting of TVI trucks and information migration. Also list the Number of units manufactured in the last three years and the number of units vendor has sold in the last three years.

### **Field Demonstration**

Vendors shall be prepared to demonstrate to the City the range of their equipment by performing a field test with the equipment they are proposing and will be scored on their performance. All Vendors performing this test will have the same testing locations. This test will need to be scheduled and completed a minimum of ten (10) business days before the proposal submission dead line. To schedule your test contact Carl Gaines at 574-534-3703 or email [carlgaines@goshencity.com](mailto:carlgaines@goshencity.com)

### **Camera**

Vender shall explain and demonstrate the camera features as they pertain to the following; Camera picture definition, Camera picture clarity, Camera zoom (with a higher emphasis on optical zoom) and Camera lighting, overall performance and camera ease of use.

### **Training**

Vender shall describe type and length of training to be provided.

### **Warranties**

The Contractor shall state its warranty policy per individual warranty with respect to longevity of the work completed. This is based on a yearly run time of 1750 hours.

Extended Warranties: Please provide all extended warranties available.

### **Exceptions**

Proposals shall clearly identify any discrepancies or exceptions with any product or warranty specifications described in this RFP.

### **Trade In**

Vender shall review the existing equipment and submit a trade in amount.

## **EVALUATION CRITERIA SCORING**

The following information will form the basis of the evaluation. The point number is the weight of each criterion. The points are not intended to reflect the qualifications of the consultant for that criterion; rather, it is reflective of relative ranking. Interviews may be conducted to obtain additional information regarding the proposal.

### **Televisual Inspection Unit Scoring**

#### **Support Services**

**15 Points**

The Vendor shall describe how their customer support shall provide support services, the availability of the support services, an explanation of the coverage of the support services, and the process for the customer to utilize the support services, for services such as, but not limited to, the following:

- A telephone “Help Desk” during business hours, after hours and weekends
- Answer and resolve hardware/operation/maintenance questions and problems
- Answer and resolve software operation questions and problems
- Notification of information for updates or revisions
- Evaluation of personnel for training needs
- Additional on-site training or evaluation as needed
- Submission of warranty claims
- Continuing support and the use of a service agreement
- Distance to nearest service center
- Electrical Schematics
- Hydraulic Schematics
- Technical repair information
- Parts manuals (electronic version acceptable this includes web base)
- Software

#### **Vendor Qualifications**

**15 Points**

- Number of units sold in the last (3) three years
- Parts replacement inventory on hand
- Previous experience
- D&B or equivalent company business report
- Technical support

#### **Performance Field Demonstration requirements**

**30 Points**

- Ease of Manhole Set up.
- Time it takes to set up and tear down.
- Televising and inspecting a section of sewer.

- Demonstrating the use of documenting and recording with vender's software.
- Televising lines from 6" inch to 48" inch.
- The distance that their equipment can travel.

**Camera**

**10 points**

- Camera picture definition
- Camera picture clarity
- Camera zoom (with a higher emphasis on optical zoom)
- Camera lighting

**Training**

**10 Points**

- Operator Field Training – type, length of time
- Maintenance Technician Field Training – type, length of time
- Software training, type and length of time
- Factory Training – distance to facility, number of hours, number of people at no cost to the City

**Warranties 10 Points**

- Define/describe any and all warranties

**Price**

**60 Points**

**Trade in Amount**

**20 Points**



## **Item 2. Pipe Inspection Software:**

### **Pipe Inspection Software Scope of Work Overview**

The City is requesting proposals for the accompanying software for the new pipe inspection unit. The current software we are using is the Pipe Logix system. The current system has problems with exporting information to ArcGIS and it has problems calculating pipe ratings for extraction and reviewing. The scope of the work involves, but is not limited to, installing the software onto the computer, training resources for the software, and possible help support from the vendor for future problems and exporting information.

### **Support Services**

The Vendor shall describe how their customer support shall provide support services, the availability of the support services, an explanation of the coverage of the support services, and the process for the customer to utilize the support services, for services such as, but not limited to, the following:

- A telephone “Help Desk” during business hours, after hours and weekends
- Answer and resolve hardware/operation/maintenance questions and problems
- Answer and resolve software operation questions and problems
- Evaluation of information for updates or revisions
- Evaluation of personnel for training needs
- Additional on-site training or evaluation as needed
- Continuing support and the use of a service agreement

### **Technical Requirements**

NASSCO coding format is required including a list of defects encountered as well as a map of the sewer showing the relevant structures and pipelines in correct spatial proportions. Data collected shall, at a minimum, show overall structural pipe rating index (SPRI) values, overall O&M pipe rating index (MPRI) values, and overall pipe rating index (OPRI) values.

Vendor must be able to demonstrate the following additional technical requirements:

- Ability to store and encode video in H.264 MPEG-4 format
- Ability to transfer data and video wirelessly from Camera Truck to network database
- Ability to transfer data and video through an automated process
- An automated process that will export defects and scoring directly into ESRI GIS database
- A process to update GIS data with new material and size information
- A process to easily identify issues with GIS data, while still being able to update inspection information without the need to add, delete, or move existing GIS assets

## **Reporting Requirements:**

Vendor shall be able to provide examples of pre-canned reports that identify the following:

- Defect Assessment Report that lists individual pipe defects and assigns a defect “grade” using the NASSCO PACP Condition Grading System guidelines.
- Inspection Reports that include defect summarization of each sewer segment, and a defect ratio for each overall pipe run.

## **GIS Requirements**

Vendor must be able to provide confirmation that their software will integrate with ESRI based GIS data. Integration must include but is not limited to:

- Utilization of ESRI Facility ID as unique identifier
- Utilization of Local Government Information Model data schema
- Ability to consume ESRI secured Rest services and display in vendors mapping application

## **Vendor Experience**

Vendor shall have experience in installing their software and migrating information from other vendors. Vendor shall have appropriate help experience to aid in the shift from the City of Goshen’s old software. Vendor shall explain how this migration will occur. All migrated data shall be updated to the latest NASSCO compliant version.

## **Field Demonstration**

Vendors shall be prepared to demonstrate to the City the range of their equipment by performing a field test with the equipment they are proposing and will be scored on their performance.

## **Software Update Policy and Procedure**

Describe your software update policy. Vendor must also include detailed procedure and workflow to perform system upgrades on all software, modules, and databases.

## **Training**

Vendor shall describe type and length of training to be provided. Must be able to provide both onsite and virtual training.

## **Warranties**

The Vendor shall state its warranty policy per individual warranty with respect to longevity of the work completed. This is based on a yearly run time of 1750 hours.

If the proposed system is NOT manufactured and maintained by the Vendor, provide a detailed explanation of the suppliers for each component of each system proposed and their relationship to the Vendor.

## **Price**

### **Describe the following**

- Annual maintenance fees
- License Cost
- Engineering/office Licenses
- Total set up price including, transferring previous televisual records and merging with our current ArcGIS .
- Any associated fees or licensing that is required for 3<sup>rd</sup> party integration such as ESRI Total price including set up.

### **Exceptions**

Proposals shall clearly identify any discrepancies or exceptions with any product or warranty specifications described in this RFP.

## EVALUATION CRITERIA SCORING

The following information will form the basis of the evaluation. The point number is the weight of each criterion. The points are not intended to reflect the qualifications of the consultant for that criterion; rather, it is reflective of relative ranking. Interviews may be conducted to obtain additional information regarding the proposal.

### Televisual Inspection Unit Software Scoring

#### Support Services

25 Points

The Vendor shall describe how their customer support shall provide support services, the availability of the support services, an explanation of the coverage of the support services, and the process for the customer to utilize the support services, for services such as, but not limited to, the following:

- A telephone “Help Desk” during business hours, after hours and weekends
- Answer and resolve software operation questions and problems
- Notification of information for updates or revisions
- Evaluation of personnel for training needs
- Additional on-site training or evaluation as needed
- Submission of warranty claims
- Continuing support and the use of a service agreement
- Distance to nearest service center
- Electrical Schematics
- Technical repair information
- Software

#### Technical Requirements

35 Points

NASSCO coding format is required including a list of defects encountered as well as a map of the sewer showing the relevant structures and pipelines in correct spatial proportions. Data collected shall, at a minimum, show overall structural pipe rating index (SPRI) values, overall O&M pipe rating index (MPRI) values, and overall pipe rating index (OPRI) values.

Vendor must be able to demonstrate the following additional technical requirements:

- Ability to store and encode video in H.264 MPEG-4 format
- Ability to transfer data and video wirelessly from Camera Truck to network database
- Ability to transfer data and video through an automated process
- An automated process that will export defects and scoring directly into ESRI GIS database
- A process to update GIS data with new material and size information
- A process to easily identify issues with GIS data, while still being able to update inspection information without the need to add, delete, or move existing GIS assets

**Reporting Requirements**

**25 Points**

Vendor shall be able to provide examples of pre-canned reports that identify the following:

- Defect Assessment Report that lists individual pips defects and assigns a defect “grade” using the NASSCO PACP Condition Grading System guidelines.
- Inspection Reports that include defect summarization of each sewer segment, and a defect ratio for each overall pipe run.

**GIS Requirements**

**30 Points**

Vendor must be able to provide confirmation that their software will integrate with ESRI based GIS data. Integration must include but is not limited to:

- Utilization of ESRI Facility ID as unique identifier
- Utilization of Local Government Information Model data schema
- Ability to consume ESRI secured Rest services and display in vendors mapping application

**Vendor Qualifications**

**15 Points**

- Number of units sold in the last (3) three years
- Previous experience
- Technical support
- D&B or equivalent company business report

**Performance Field Demonstration requirements**

**40 Points**

- Time it takes to set up.
- Televising and inspecting a section of sewer.
- Demonstrating the use of documenting and recording with vender’s software.

**Training**

**10 Points**

- Operator Field Training – type, length of time
- Maintenance Technician Field Training – type, length of time
- Software training, type and length of time
- Factory Training – distance to facility, number of hours, number of people at no cost to the City

**Warranties**

**10 Points**

- Define/describe any and all warranties

**Price**

**60 Points**

- Annual fees.
- Total set up price including, transferring previous televisual records and merging with our current ArcGIS .
- License Costs
- Engineering/office Licenses

**Option 1. Lateral Launch System:**

**Pipe Inspection Lateral Launch of Work Overview**

The City is requesting proposals for the purchase and retrofitting of a pipe inspection camera crawler system. The current system is a computer controlled IBAK system. The current tractor is a KRA75 with an Orpheus camera system without a lateral launch system.

The scope of the work involves, but is not limited to, providing a pipe inspection crawler system. The system should be able to inspect pipes that range in size from 6” to 48”. The new system should be able to integrate with a possible Lateral Launch system upgrade as well.

**Support Services**

The Vendor shall describe how their customer support shall provide support services, the availability of the support services, an explanation of the coverage of the support services, and the process for the customer to utilize the support services, for services such as, but not limited to, the following:

- A telephone “Help Desk” during business hours, after hours and weekends
- Answer and resolve software operation questions and problems
- Notification of information for updates or revisions
- Evaluation of personnel for training needs
- Additional on-site training or evaluation as needed
- Submission of warranty claims
- Continuing support and the use of a service agreement
- Distance to nearest service center
- Electrical Schematics
- Technical repair information
- Software

**Vendor Experience**

Vendor shall have the ability to retrofit vehicles. Proposals shall include the Vendor’s past experience in the retrofitting of TVI trucks and information migration.

**Field Demonstration**

Vendors shall be prepared to demonstrate to the City the range of their equipment by performing a field test with the equipment they are proposing and will be scored on their performance.

### **Warranties**

The Contractor shall state its warranty policy per individual warranty with respect to longevity of the work completed. This is based on a yearly run time of 1750 hours.

### **Exceptions**

Proposals shall clearly identify any discrepancies or exceptions with any product or warranty specifications described

## **EVALUATION CRITERIA SCORING**

The following information will form the basis of the evaluation. The point number is the weight of each criterion. The points are not intended to reflect the qualifications of the consultant for that criterion; rather, it is reflective of relative ranking. Interviews may be conducted to obtain additional information regarding the proposal.

### **Lateral Launch Scoring**

#### **Support Services**

**15 Points**

The Vendor shall describe how their customer support shall provide support services, the availability of the support services, an explanation of the coverage of the support services, and the process for the customer to utilize the support services, for services such as, but not limited to, the following:

- A telephone “Help Desk” during business hours, after hours and weekends
- Answer and resolve software operation questions and problems
- Notification of information for updates or revisions
- Evaluation of personnel for training needs
- Additional on-site training or evaluation as needed
- Submission of warranty claims
- Continuing support and the use of a service agreement
- Distance to nearest service center
- Electrical Schematics
- Technical repair information
- Software

#### **Vendor Qualifications**

**15 Points**

- Number of units sold in the last (3) three years
- Previous experience
- Technical support

**Performance Field Demonstration requirements** **30 Points**

- Time it takes to set up.
- Televising and inspecting sewer laterals with multiple size ranges.
- Demonstrating the use of documenting and recording with vender's software.

**Camera** **20 Points**

- Camera picture definition
- Camera picture clarity
- Camera zoom (with a higher emphasis on optical zoom)
- Camera lighting

**Training** **10 Points**

- Operator Field Training – type, length of time
- Maintenance Technician Field Training – type, length of time
- Software training, type and length of time
- Factory Training – distance to facility, number of hours, number of people at no cost to the City

**Warranties** **10 Points**

- Define/describe any and all warranties

**Price** **60 Points**

- Annual maintenance fees.
- Total set up price including, transferring previous televisual records and merging with our current ArcGIS .

Vendor shall contact Carl Gaines at Central Garage if additional information is needed.



## SUBMISSION INSTRUCTIONS

All proposals shall contain concise written material and illustrations. Legibility, clarity, and completeness are essential. All submittals must have the following tabbed heading.

- Proposal transmittal letter on company letterhead signed by a representative of the Respondent organization who is authorized to submit and sign a proposal and bind the Respondent to the terms and conditions of this RFP, the firm name, address, telephone number, the name of the person authorized to submit/sign the proposal, and his/her title, telephone number, and e-mail address.
- Project Approach (recognizing that focus on the Approach to this specific project will be highly valued by the reviewers).

### Submission of Proposals

Respondents wishing to be considered in the selection process must submit six (6) copies of their proposal and the separate sealed compensation packages no later than 4:00 p.m. on March 25, 2022, local Goshen time.

A complete proposal package shall consist of six (6) copies each of the proposal transmittal letter and selection criteria tabs, and the proposed compensations. The complete proposal package shall be marked as shown below.

Goshen City Legal Dept. Attention: Bodie Stegelmann 204 East Jefferson Street Goshen, IN 46528  Project Name: TVI Inspection Unit Upgrade Submittal Date: _____ Firm Name: _____
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The Respondent shall assume full responsibility for delivery of the Submission to the City of Goshen to the person and location addressed above on or before the appointed date stated above and shall assume the risk of late delivery or non-delivery. Late submissions may not be accepted or considered. The Submission must be contained in a sealed, opaque envelope clearly labeled 'TVI Inspection Unit Upgrade' and the Respondent's company name and address.

Submissions will be opened on or after the Submission due date and time, at the sole discretion of the City of Goshen.

If it becomes necessary to revise any part of the RFP or otherwise provide additional information, an addendum will be issued by the City and furnished to all firms that have received copies of the original RFP.

### **Questions**

Requests for further information or questions regarding this RFP should be addressed only to the individual listed below either in writing, facsimile transmission, or e-mail five (5) business days prior to the proposal due date. Unauthorized contact regarding this RFP with any City employee may result in disqualification. Any oral communication will be considered unofficial and non-binding. Respondents shall rely only on written addenda issued by the individual listed below. Disclosing any questions received by the City of Goshen to all Respondents will be at the sole discretion of the City of Goshen.

Kent Holdren, Superintendent of Water & Sewer  
308 N Fifth St.  
Goshen, IN 46528  
Fax – (574) 534-4281  
Email - kentholdren@goshencity.com

## **SELECTION PROCESS**

### **Selection Process**

The proposals considered in the selection process will be evaluated by a Selection Advisory Committee appointed by the Superintendent of Goshen Water Department. The City will not release the names of the Selection Advisory Committee members and requires that Respondents direct any questions to:

Kent Holdren, Superintendent of Water & Sewer  
308 N Fifth St.  
Goshen, IN 46528  
Fax – (574) 534-4281  
Email - kentholdren@goshencity.com

The selection process is initiated with the opening of the proposals to be considered in the selection process.

The Selection Advisory Committee will evaluate the proposals for the TVI Inspection Unit Upgrade including the Compensation based on the evaluation criteria and the identified point system as described in “Evaluation Criteria Scoring”.

The Selection Advisory Committee may require additional information and/or clarification and may contact applicable Respondent(s) with questions or request for an interview as determined by information and/or clarification required. If the Selection Advisory Committee requires information and/or clarification, the applicable Respondent(s) will be contacted by phone to provide the information and/or clarification over the phone or to schedule an interview. Following the evaluation of the proposals, the Selection Advisory Committee may then recommend to interview a minimum of three (3) of the top-rated Respondents.

Interviews/discussions may be conducted with, and best and final offers obtained from, responsible

offerors who submit proposals determined to be reasonably susceptible of being selected for award. If the City intends to hold interview(s), the Respondent(s) to be interviewed will be contacted to schedule an interview. The interviewed Respondent's point values or ratings are subject to change based upon the interview.

Following the final stage of the evaluation, the City may negotiate with the highest rated Respondent the contractual terms, level of effort and scope of services, and upon successful negotiations an award recommendation will be made to the Respondent. Because of time constraints and depending upon the thoroughness of the proposals, may at its sole option award a contract based upon the initial proposal submittal.

Do not assume there will be an opportunity for submittal of additional information. Submit your proposal as if it were your "best and final offer".

The City will send a letter to all Respondents informing them of the City's selection and the date of anticipated Board of Public Works and Safety meeting to award the contract.

As required by and in compliance with Indiana Code 5-22-9-7:

Award shall be made to the responsible offeror whose proposal is determined in writing to be the most advantageous to the governmental body, taking into consideration price and the other evaluation factors set forth in the request for proposals.

## **DISCLAIMERS**

This RFP does not commit the City to award a contract. The City reserves the right to accept or reject part of a proposal, any or all proposals received, to negotiate with qualified Respondents, or to cancel the RFP. The City reserves the right to alter, amend, or modify any provision of this RFP or the consultant selection process, or waive irregularities in procedures related to the RFP, at any time prior to the award of a Contract, if it is in the best interest of the City of Goshen to do so. The City reserves the right to evaluate proposals for a period of sixty (60) days before deciding which proposal, if any, to accept. Proposal prices shall be maintained through the evaluation period.

The City of Goshen reserves the right to make inquiries as deemed necessary of Respondents and their references and clients regarding qualifications and information submitted as part of their responses. The City may require the Respondent to submit additional data or information the City deems necessary to substantiate the costs presented by the Respondent. The City may also require the Respondent to revise one or more elements of its proposal in accordance with contract negotiations.

The City will not be liable for any costs incurred by the respondents in replying to this RFP. The City is not liable for any costs for work or services performed by the selected Respondent prior to award of the Contract. Total liability of the City is limited to the terms and conditions of this request and any resulting Contract.

In the event the selected Respondent(s) do not enter into the required agreement to carry out the purposes described in this RFP, the City may commence negotiations with another Respondent.

City of Goshen Request for Proposals  
TVI Camera Truck Retrofit



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