



## CITY OF HAVELOCK

Post Office Box 368  
Havelock, NC 28532

### INVITATION TO BID

Pursuant to North Carolina General Statutes §143-129.8 the City of Havelock invites bids on the following:

Bids must be submitted in accordance with the attached specifications and must include an itemized schedule of quantity, unit price and total. Bids can be submitted by mail, email, fax, or hand delivered. Cover sheets, envelopes, etc. should be clearly marked with the words:

*“City of Havelock, Request for Proposal Pan/Tilt/Zoom (PTZ) Cameras and License Plate Readers (LPR)”*

**Address Bids to:**     **Kimberly Walters, Director of Finance**  
                              **City of Havelock**  
                              **P.O. Box 368**  
                              **1 Governmental Ave.**  
                              **Havelock, NC 28532**  
                              **Email: [Bids@havelocknc.us](mailto:Bids@havelocknc.us)**

Bids will be accepted until **2:00 p.m. (EST) on Tuesday, January 13, 2026**, at which time they will be reviewed in the office of the City Finance Director. Quotes are not subject to public inspection until the contract is awarded. The bids are good for 75 days after opening. The winning bidder will be issued a Notice To Proceed (NTP) along with a Purchase Order. The performance period is 180 calendar days from the NTP.

**Bidders are cautioned not to submit bids until the proposed requirements and specifications have been carefully examined. It will be considered that bidders will have satisfied themselves as to the accuracy of the specifications. No proposal will be considered unless prices are submitted for all items requested in any section. The City reserves the right to change the amount of quantities.**

**All bids submitted should be to the desired specifications. Any exceptions to the specifications will be evaluated based on the best interest of the City. Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and bidder will be held responsible therefore. Deviations shall be explained in detail. The bidder shall not construe this paragraph as inviting deviation or implying that any deviation will be acceptable.**

The names of certain brands or makes denote quality standard in the article desired, but do not restrict bidders to the specific brand, make or manufacturer named. They are meant to convey to prospective bidders the general style, type, character and quality of the article desired.

The successful bidder on all construction contracts will be required to conduct the operation in accordance with all Federal, State, and Municipal health and safety rules, regulations and laws applicable to the operation. The successful bidder may be asked to provide the City with a copy of the company's safety plan prior to commencing work. For all projects over \$30,000, a general contractor's license must be furnished to the City if applicable.

Certificate to Transact Business in North Carolina: As a condition of contract award, each out-of-State Vendor that is a corporation, limited-liability company or limited-liability partnership shall have received, and shall maintain throughout the term of The Contract, a Certificate of Authority to Transact Business in North Carolina from the North Carolina Secretary of State, as required by North Carolina law. A contract requiring only an isolated transaction completed within a period of six months, and not in the course of a number of repeated transactions of like nature, shall not be considered as transacting business in North Carolina and shall not require a Certificate of Authority to Transact Business.

The City will not sell bid packages. Plans, specifications, and addenda may be viewed and obtained online at [www.havelocknc.us](http://www.havelocknc.us). Click on: "Bid on a Contract"; "Current Bids". The Bidder's List is maintained by Vendor Registry. Registration for the Bidder's List is made online at [www.havelocknc.us](http://www.havelocknc.us). Click on: "Bid on a Contract"; "Vendor login/Registration".

N.C.G.S. (North Carolina General Statutes), specifically §160A-20.1(b), prohibit the City from entering into contracts with contractors and subcontractors who have not complied with the requirement of Article 2 or Chapter 64. The Contractor shall submit the E-Verify Affidavit, located in the Bid Proposal section, with their bid. Bids that do not include this Affidavit will be considered non-responsive.

N.C.G.S 147-86.42-84 requires that contractors with a North Carolina Local Government must not utilize any subcontractor found on the State Treasurer's Iran Divestment list or Companies Boycotting Israel list. The referenced lists can be found on the State Treasurer's website at the address [www.nctreasurers.com](http://www.nctreasurers.com) and will be updated every 180 days.

The City of Havelock reserves the right to reject any or all proposals and to purchase items from the state contract in the efforts to award the contract to the bidder it deems to be for the best interest of the City.

**MODIFICATION AND WITHDRAWAL OF BIDS.** Bids may be modified or withdrawn by an appropriate document duly executed (in the manner that a Bid must be executed) and delivered to the place where Bids are to be submitted at any time prior to the opening of Bids. A request to withdraw a bid may be made to the Owner within 72 hours after Bids are opened in accordance with NCGS § 143-129.1 Requests to withdraw a Bid will be subject to the requirements of NCGS §143-129.1 and in the sole discretion of the City of Havelock Finance Officer.

This institution is an equal opportunity provider, and employer.

**Contact person(s) for information on this bid:**

For questions in regards to the bid specifications, the City requires and only responds to questions submitted in writing and sent via email to: [Bids@havelocknc.us](mailto:Bids@havelocknc.us)

Questions must be received by **2:00 PM (EST) on Friday, December 19, 2025**. If questions are received, the City will respond no later than **12:00 PM (EST) on Wednesday, January 7, 2026**.

Today is the 5<sup>th</sup> day of December 2025.

Published: Vendor Registry December 5, 2025

CITY OF HAVELOCK

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Kimberly Walters  
Director of Finance



**STATE OF NORTH CAROLINA  
AFFIDAVIT  
CITY OF HAVELOCK**

I, \_\_\_\_\_ (the individual attesting below), being duly authorized by and on behalf of \_\_\_\_\_ (the entity hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of employee through E-Verify in accordance with NCGS §64-26(a).
3. Employer is a person, business entity, or other organization that transacts business in the State and that employs 25 or more employees in this State. (mark Yes or No)
  - a. YES \_\_\_\_\_, or
  - b. NO \_\_\_\_\_
4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project, Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature of Affiant: \_\_\_\_\_

Print or Type Name: \_\_\_\_\_

State of North Carolina County of \_\_\_\_\_

Signed and sworn to (or affirmed) before me, this the

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Printed Name of Notary

Bid Sheet

Base Bid: \_\_\_\_\_

NC Sales Tax: \_\_\_\_\_

Delivery Cost (if applicable): \_\_\_\_\_

Total Cost to City Year 1: \_\_\_\_\_

Total Cost Year 2: \_\_\_\_\_

Total Cost Year 3: \_\_\_\_\_

Total Cost Year 4: \_\_\_\_\_

Total Cost Year 5: \_\_\_\_\_

Bids must include an itemized schedule by quantity, unit price and total for each work element. All pricing must be inclusive, and include all labor, material, lodging, travel, and equipment and supplies necessary for all tasks listed in this Scope of Services.

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

NC Contractor's License Type and Number: \_\_\_\_\_

Number of Addendums Acknowledged (circle one): N/A 1 2 3 4

***As of the date listed below, the vendor or bidder listed above is compliant with N.C.G.S. 147-86.42-84, the Iran Divestment Act and the Companies Boycotting Israel Act.***

Authorized Signature: \_\_\_\_\_

Print Name of Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**Address Bid to:** Kimberly Walters, Director of Finance  
City of Havelock  
P.O. Drawer 368  
1 Governmental Avenue  
Havelock, NC 28532  
[Bids@Havelocknc.us](mailto:Bids@Havelocknc.us)

**Please indicate the Bid name on the outside of the envelope.**

Objective: The Havelock Police Department (HPD) is seeking to implement a License Plate Recognition (LPR) system with a new, state-of-the-art solution that offers improved accuracy, performance, and integration capabilities. This RFP requests 8 LPR cameras, 5 PTZ cameras, software, installation services, mobile broadband connections, cloud storage, and device management. This includes a centralized management platform, robust data retention features, real-time alerting, vehicle analytics, and compatibility with agency and third-party law enforcement databases. Installation, user training, system validation, and maintenance must be included. The system must comply with federal, state, and local privacy and security standards and allow the HPD to maintain full control over its data and access. All proposing Companies must hold a valid license issued by the North Carolina Alarm Systems Licensing Board and shall remain in full compliance with North Carolina General Statute § 20-183.31 – Regulation of Use – for the duration of the contract and NCGS-74D-2. The City will not accept proposals from vendors with conditional or pending license status.

The City of Havelock reserves the right to accept or reject any or all proposals and to make the Award which will be in the best interest of the City.

The City may negotiate with any proposer in order to obtain a final contract that best meets the needs of the City.

#### Scope of Work:

##### 1. License Requirements NCG 74D-2

No person, firm, association, corporation, or department or division of a firm, association or corporation, shall engage in or hold itself out as engaging in an alarm systems business without first being licensed in accordance with this Chapter. A department or division of a firm, association, or corporation may be separately licensed under this Chapter if the distinct department or division, as opposed to the firm, association, or corporation as a whole, engages in an alarm systems business. The department or division shall ensure strict confidentiality of private security information, and the private security information of the department or division must, at a minimum, be physically separated from other premises of the firm, association, or corporation. For purposes of this Chapter an "alarm systems business" is defined as any person, firm, association or corporation that does any of the following:

(1) Sells or attempts to sell an alarm system device by engaging in a personal solicitation at a residence or business to advise, design, or consult on specific types and specific locations of alarm system devices.

(2) Installs, services, monitors, or responds to electrical, electronic or mechanical alarm signal devices, burglar alarms, monitored access control, or cameras used to detect burglary, breaking or entering, intrusion, shoplifting, pilferage, theft, or other unauthorized or illegal activity. This provision shall not apply to a locking device that records entry and exit data and does not transmit the data in real time to an onsite or off-site monitoring location, provided the installer is duly licensed by the North Carolina Locksmith Licensing Board.

All Proposers must provide proof of certifications in compliance with Standard Cybersecurity and CJIS Security Protocols.

## 2. Cameras

8 LPR cameras with:

Capable of reading all readable vehicle license plates including digitally printed plates, from all fifty (50) states including vanity plates, multiple plates, and half-height characters, in both daylight and darkness. and covering 2 lane roadways during periods of moderate traffic

Capable of reading license plates on vehicles traveling up to 75 mph at a distance of up to 65'

Must have a 15' wide field of view at 65'

Must be solar powered, panels must provide 18-20v and be pole mountable with a battery back up

Must have integrated LTE cellular connectivity

Rated Weatherproof enclosure/case for all components

5 PTZ cameras with:

LTE cellular connectivity

25x optical zoom

Remote PTZ controls

Rated Weatherproof enclosure/case for all components

Necessary mounting solution(s) must be included

Must be solar powered, panels must provide 18-20v and be pole mountable with a battery back up

## 3. Software

Proposers must provide a web-based solution to interface all network devices.

This interface must include a layered map of City of Havelock in which user(s) can toggle layers on/off to view camera locations and labels.

The Proposer must provide support for the updating of the map for the prospective addition of new or changes to roadways.

Must have enhanced AI for video analysis and necessary network equipment for storage of a minimum of 30 days video from all streams and live view capability.

The Proposer must provide cameras/network devices that are compatible with law enforcement databases.

The Proposer support personnel must be familiar with Law Enforcement/Public Safety needs, operations, requirements, as well as local, state, and federal laws.

The Proposer must provide personnel for mapping and geolocation information for each device within the network.

The Proposer must provide necessary personnel, equipment, and support to obtain necessary permits, inspections, installation, and activations required for the operation of the network.

Proposer must provide 24/7 technical assistance for support of agency personnel with questions or in the event of equipment failure, inoperability, and troubleshooting.

Proposer must provide monitoring of the system to maintain connectivity, diagnose, remote repair, and alert agency personnel in the event a device or the network is offline for a period of 20 minutes or longer.

Proposer must provide, without additional cost, a repair technician for the service of any device requiring maintenance/repair at the request of the agency or upon alert from the aforementioned monitoring, which is not able to be resolved remotely.

Proposer must provide user level training for the operation, setup, and management of the network and devices for up to 30 users and administrators of the system to be identified by agency staff.

Proposer must provide support to the agency by providing “external affairs”, by educating community stakeholders, governing bodies, and other members of the public.

The Proposer must provide Public Relations as needed in support to the agency for press releases to the local media outlets.

The Proposer must list three (3) references of public agencies, Police and/or Sheriff preferably in North Carolina with a brief description of the work performed and contact information.

#### 4. Insurance

The successful Proposer shall indemnify and hold the City, its agents and employees, harmless against any and all claims, demands, causes of action, or other liability, including attorney fees, on account of personal injuries or death or on account of property damages arising out of or relating to the work to be performed by the Successful Proposer hereunder, resulting from the negligence of or the willful act or omission of the Proposer, his agents, employees and subcontractors.

Before commencing any work, the Proposer shall procure insurance in the Proposer's name and maintain all insurance policies for the duration of the contract of the types and in the amounts listed in this RFP. The insurance shall provide coverage against claims for injuries to persons or damages to property which may arise from operations or in connection with the performance of the work hereunder by the Proposer, its agents, representatives, employees, or subcontractors, whether such operations are done by himself/herself or anyone directly or indirectly employed by him/her.

Certificates of Insurance shall be furnished prior to the commencement of services to: City of Havelock 1 Governmental Ave Havelock NC 28532.

Proposer, at its sole expense, will maintain the types of coverages and minimum limits indicated below, unless otherwise approved by City in writing. These minimum amounts of coverage will not constitute any limitations or cap on Proposer's indemnification obligations under this Agreement.

Commercial General Liability Insurance. Proposer will maintain occurrence-based coverage with limits not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate. If the submitted policies contain aggregate limits, such limits will apply separately to the Services, project, or location that is the subject of this Agreement or the aggregate will be twice the required per occurrence limit. The Commercial General Liability insurance policy will be endorsed to name the City, its officers, agents, and employees as additional insureds, and to state that the insurance will be primary and not contribute with any insurance or self-insurance maintained by the City.

Business Automobile Liability Insurance. Proposer will maintain coverage with limits not less than \$1,000,000 per each accident for owned, hired and non-owned automobiles.

Workers' Compensation Insurance. Proposer will maintain coverage as required by the North Carolina Industrial Commission (NCIC). The Workers' Compensation policy will contain an endorsement stating that the insurer waives any right to subrogation against the County, its officers, agents, employees and volunteers.

Employer's Liability Insurance. Proposer will maintain coverage with limits not less than \$1,000,000 per each accident for bodily injury or disease.

Professional Liability Insurance. Proposer will maintain coverage with limits not less than \$1,000,000 per occurrence. Professional Liability may be written as claims-made coverage.

Third party cyber liability insurance. Proposer will maintain cyber liability coverage with limits not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate.

#### 5. Term of Service/Project

An agreement shall be effective upon execution by the City of Havelock for three (3) consecutive years and shall automatically renew for two (2) successive one (1) year periods under the existing terms and conditions, unless either party gives the other party written notice on non-renewal at least 30 days prior to such renewal.

#### 6. Review and Selection Process

Proposals will be evaluated by the Selection Committee, which will consider the completeness of each proposal and how well it meets the needs of the City. Evaluations will be based on criteria as outlined below. All proposals in response to this RFP will be evaluated using the same standards.

The purpose of the selection procedure is to determine, from among the proposals received, which one is best suited to meet the City's needs. Any final analysis does not imply that one Proposer is superior to another, but simply that, in the Selection Committee's judgment, the selected Proposer appears to offer the best overall solution for the City's current and anticipated needs.

The objective is to choose the proposal that offers the highest quality products and services while achieving the project’s goals and objectives within a reasonable budget. While cost is important, other factors are also significant, and the City, at its discretion, may not select the lowest cost proposal.

Review Criteria

Firms Qualifications and Experience	25
Technical and System Requirements	20
IT security, scalability, user accessibility	20
Thoroughness of Response to RFP	20
References	10
Cost	5
Total	100

7. Schedule

RFP Issued	December 5, 2025
Deadline for Questions	December 19, 2025
Response to Questions	January 7, 2026
Deadline for Proposals	January 13, 2026

8. General Items

- a. Costs incurred by prospective Proposers in the preparation of the response to this Request for Proposal are the responsibility of the Proposer and will not be reimbursed by the City.
- b. All proposals and accompanying documentation will become the property of the City of Havelock at the time the Proposals are received and will not be returned to the Proposer.
- c. Contractor shall comply with all requirements of OSHA 1926.
- d. Work hours shall be 8am to 5pm, Monday through Friday. No work shall be performed on City of Havelock holidays. Work outside established work hours must be scheduled with the City of Havelock, 48 hours in advance and is subject to approval.

- e. Contractor will obtain all necessary permits. Permits required by the City of Havelock are provided free of charge.
- f. Roadway repair is the responsibility of the contractor.
- g. The contractor is to clean and remove all debris at the end of each workday.
- h. All underground utilities are to be 811 located, prior to work being started.
- i. Contractor is responsible for all damage to existing roads, driveways, drainage, or utilities that occur as a result of the construction project.
- j. Contractor is responsible for all damage to City of Havelock property that occurs as a result of the construction of the project.
- k. Contractor shall provide safety measures during the entire length of the project.
- l. Contractor is responsible for the storage and safety of materials and equipment on jobsite.
- m. Submittals must be approved by the City of Havelock prior to any work starting.
- n. The validity, construction, and effect of the contract, and, any and all extensions and/or modifications thereof shall be governed by the laws of the State of North Carolina.
- o. The performance period is 180 days from the Notice to Proceed.