

BEAVER COUNTY CLERK

**Kelly Yeomans
P. O. BOX 338
BEAVER, OKLAHOMA 73932
PHONE 580 625-3151**

TO WHOM IT MAY CONCERN:

Bids will be received until **February 26, 2021 at 5:00 P.M.** in the Beaver County Clerk's Office of the Beaver County Courthouse in Beaver, Oklahoma.

Said bids will be publicly opened and considered by the Board of Beaver County Commissioners in the Commissioner's Office on the **1st day of March, 2021 at 10:00 A.M.** with the right being reserved to reject any or all bids.

The following criteria should be met when submitting a bid:

1. The bid shall be made on the enclosed "Invitation to Bid" and the Affidavit of Non-Collusion must be signed and notarized.
2. All prices quoted shall be F.O.B. Beaver County.
3. Place your bid in a sealed envelope clearly marked, "**SEALED BID #4**". This insures that the bid will not be voided due to accidental opening.
4. On all bids requiring services or contract labor, proof of liability insurance with at least \$1,000,000.00 liability and Workmen's Compensation is required. If you cannot furnish these you must furnish us with a Certificate of Non-Coverage.

NOTE: ALL BID PROPOSALS WILL BE DEEMED INVALID AND THEREFORE REJECTED WHICH DO NOT CONTAIN THE "INVITATION TO BID" AND THE SIGNED AND NOTARIZED "NON-COLLUSION AFFIDAVIT".

Thank you for your cooperation and participation in this bidding procedure. Should you have any questions, please feel free to contact the Beaver County Clerk's Office at (580) 625-3151.

Respectfully,

Kelly Yeomans
Beaver County Clerk

Kelly Yeomans, Beaver County Clerk
 COUNTY PURCHASING OFFICE
 P.O. Box 338
 Beaver, Oklahoma
 Phone: (580) 625-3151

INVITATION TO BID

2/16/2021
1 OF 12

PLEASE REVIEW TERMS AND CONDITIONS ON REVERSE SIDE RELATING TO SUBMISSION OF THIS BID.

Notarized Affidavit completions and signature required on reverse side.

BID NUMBER	BID CLOSING DATE AND HOUR	REQUIRED DELIVERY DATE
#4	February 26, 2021 @ 5:00 P.M.	

TERMS:	DATE OF DELIVERY:
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Item	Quantity	Unit of Issue	Description	Unit Price	Total
			The Board of County Commissioners will open sealed bids from qualified firms for digital mapping and GIS services for Beaver County Assessor. Bids must be received in the County Clerk's Office by February 26, 2021 Bids will be opened on March 01, 2021 at 10:00 A.M. The Board reserves the right to reject any or all bids.		

TERMS AND CONDITIONS

1. Sealed bids will be opened in the Commissioner's Conference Room, Beaver County Courthouse, Beaver, Oklahoma, at the time and date shown on the invitation to bid form.
2. Late bids will not be considered. Bids must be received in sealed envelopes (one to an envelope) with bid number and closing date written on the outside of the envelope.
3. Unit prices will be guaranteed correct by the bidder.
4. Firm prices will be F.O.B. destination.
5. Purchases by Beaver County, Oklahoma, are not subject to state or federal taxes.
6. This bid is submitted as a legal offer and any bid when accepted by the County constitutes a firm contract.
7. Oklahoma laws require each bidder submitting a bid to a county for goods or services to furnish a notarized sworn statement of non-collusion. A form is supplied below.
8. Bids will be firm until _____
(Date)

AFFIDAVIT: I, the undersigned, of lawful age, being first duly sworn on oath say that he (she) is the agent authorized by the bidder to submit the above bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any state official or employee as to quantity; quality or price in the prospective contract or any other terms of said prospective contract; or in any discussion between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract; that the bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma (or other entity) any money or other thing of value, either directly or indirectly in the procuring of the award of a contract pursuant to this bid.

Subscribed and sworn before this _____ day
of _____ 20_____.

My commission expires _____

NOTARY PUBLIC (CLERK OR JUDGE)

(SEAL)
Firm: _____
Signed by: _____ Title: _____
Print Name: _____
Address: _____ Phone: _____
City: _____ State: _____
Zip: _____

NOTE: Other terms and conditions can be added at the discretion of the county officer.

**REQUEST FOR BID
DIGITAL MAPPING and GIS SERVICES
BEAVER COUNTY, OKLAHOMA
COST BID FORM**

Company Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Phone: _____

Email: _____

Price to perform services to Beaver County as described in bid:

Customization, itemization or alternative pricing:

**REQUEST FOR BIDS
TO PROVIDE
DIGITAL MAPPING & GIS SERVICES
BEAVER COUNTY OKLAHOMA**

Beaver County

PROJECT

Beaver County, Oklahoma is requesting bids from qualified firms for digital mapping and GIS services.

The County retains the right to make changes, waive irregularities, and accept any bid or bids that will provide the County with the best possible product, with a reasonable delivery schedule at a reasonable price, and any combination thereof. Vendors are encouraged to specify within their bid any generally accepted industry standards to accomplish the work outlined herein.

Bids will be received at the following address no later than 5:00pm on Friday, February 26, 2021. All bids shall be in writing, sealed, and placed within an outside envelope or wrapper boldly marked "**Beaver County, Bid #4 for Digital Mapping and GIS Services.**"

**Beaver County Clerk's Office
PO Box 338
Beaver, OK. 73932**

BACKGROUND

Beaver County has performed a detailed assessment of the current GIS data and found that the parcel layer is not intact and provides little benefit, large portions of the data are lacking in spatial accuracy and incomplete and the attached CAMA database does not join to the parcel fabric correctly. There are large gaps and overlaps in the parcel fabric which need corrected.

This system is expected to enjoy wide utilization throughout the County in coming years, but at this point the data will not provide the county with the benefits expected with a full functioning GIS system

Beaver County 2018, (population 5,319) is located in the Western Panhandle of Oklahoma. There are approximately 8,500 property ownership parcels currently depicted in the county's GIS data (covering roughly 1,818 square miles). Approximately 2,000 parcels are lot & block and 6,500 are either metes and bounds or rectangular survey.

To be used with this project, the county has 2019 digital aerial ortho photography County wide available at 60cm (~2-foot) pixel resolution, 2' ground sample distance. Beaver County has decided to use this photography as a cost saving tool and realizes that accuracy limitations associated with the product. The county road, street, and highway centerline file, is available and will be provided.

The Beaver County assessor's office maintains a computer assisted mass appraisal (CAMA) database describing property ownership and property characteristic data for every parcel in the county. Online access to this database will be available to the selected contractor.

I. PARCEL MAPPING

This request for bid (RFP) is issued in order to secure certain services related to the upgrading and improving of the County's Tax Map Program. The purpose of this RFP is to solicit bids from qualified vendors to assist in the conversion & remediation digital property ownership mapping program utilizing the County's existing GIS data in ESRI format and resources. It is expected that some limited parcel research may be required as conversion & remediation proceeds.

To facilitate the conversion effort, the County will provide as source materials, access to existing GIS data bases as maintained by the County Assessor's Office, and property data from the appraisal and tax accounting system. These source materials are available for inspection to all prospective Vendors. It is also recommended that all Vendors be familiar with these source materials.

All specifications for property data conversion & remediation must be designed to provide a suitable overlay to the digital ortho photography. Property lines and section lines are to be digitally constructed and must conform to the visible ground features on the ortho photography using the County's existing GIS data as a guide. In agreed upon specified instances, other materials will be made available when required.

General Requirements

Beaver County's objective is to create a digital property base to facilitate GIS functions using existing maps and the current County format. To do this, the County has determined that the best approach will involve fitting the existing property boundaries as depicted on the existing GIS data to a base consisting of 2019 digital ortho photography.

The approach to mapping the digital property base will generally consist of the following steps. Please provide details as to your approach with the data compilation process.

1. Fit & adjust section lines to the ortho photography.
2. Delineate all of the street and railroad right-of-ways in the County
3. Adjust or delineate the property ownership features (Parcels, Lots, Blocks,) as shown in the source documents according to the physical ground lines on aerial photography.
4. Coordinate System NAD 183 State Plane Oklahoma North FIPS 3501 (US Feet)
5. Develop a layer showing subdivisions fitted to the ortho photography, based on the County's GIS data.

The Vendor shall furnish all materials, labor, management, and transportation necessary to complete the required property conversion & remediation work. The Vendor should use procedures and commonly accepted professional techniques that will assure complete compliance with the specifications and should specify such procedures in the bid.

The bid must contain a listing of the responsibilities that Beaver County must assume and information it must provide to accomplish task related to the development of its Geographic Information System.

Deed Research

The Vendor will not be required to perform deed research as part of this effort, nor are field property surveys or field verification needed. In nearly all cases, the ground features visible on the digital ortho photography and vector data, combined with the various map sources, will provide sufficient guidance for the proper digitization of the tax parcels and related features. In agreed upon specified instances, deeds and other source materials will be provided by the County to the Vendor when required to use in conjunction with the ortho photography.

Edge Matching

All captured line features must be both visually and coordinate edge matched with features in adjacent files or other artificial boundaries within a file. No edge match tolerance will be allowed

Common Boundaries

All graphic features that share a common boundary, regardless of digital map layer, must have the exact same digital representation of that feature in all common layers. Detailed information on the methods used to accomplish this should be provided in the bid.

Connectivity

Where graphic elements visually meet, they must also digitally meet. All confluence of line, area, tangent, and polygon data must be mathematically exact. No "overshoots", "undershoots", offsets, or "pseudo-nodes" are permitted. Lines that connect polygons must intersect those polygons precisely; that is, every end point must be an intersection point of the respective polygon.

Line Quality

A high quality cartographic appearance is to be achieved. Transitions from straight line to curvilinear line segments shall be visually tangent, smooth, and without angular inflections at the point of tangency. No zero-length line features shall be included. Curvilinear graphic features should be smooth with a minimum number of points. When appropriate, line-smoothing routines shall be used to minimize the angular inflection in curvilinear elements. The two terminus points shall define all straight lines.

Point Criteria

All point features shall be digitized as a single X Y coordinate pair at the visual center of that graphic feature.

Property Records Database

The county Assessor will cooperate with the vendor in providing access to property record information that the vendor may need. The records include current ownership and transfer data, property descriptions and locations, improvements, etc.

Features to be Converted or Remediated

The selected Vendor will be responsible for converting and/or adjusting existing features as mapped according to the Revised Technical Specifications for Property Ownership Mapping and the Oklahoma GIS Cadastral Standards into deliverable GIS data layers. Recommended feature types are in parentheses.

GIS Area and Linear Data Layer

- Parcel Boundaries (area)
- Rectangular Survey Sections (area)
- Rectangular Survey Townships (area)
- Government Lot Tics (linear)
- Political Townships (area)
- Subdivision Boundaries (area)
- Original Lots (linear)
- Land hook (linear)
- Leasehold Improvements (linear/area)
- County Boundary (linear)
- Corporate Municipal Boundaries (linear)
- Linear Water Features (rivers, creek, streams, etc.)
- Area Water Features (ponds, lakes, etc.)
- Road Right-of-way (linear)
- Railroad Right-of-way (linear)
- Vacated Roads and Railroad Right-of-way (linear)

Each of these layers shall be identifiable with their respective data attachments. That is, Parcels shall be identifiable by querying on Parcel ID, Township areas identified by Section, Township and Range, and Subdivisions identified by the name of the Subdivision.

Annotation Features

- Rectangular Survey Section, Township, and Range Numbers
- Government Lot Text
- Corporation names (City and Town names)
- Parcel Identifiers (CAMA parcel Identification Numbers)
- Map Block numbers
- Subdivision Names
- Original Subdivision Block and Lot numbers
- Lake, River, and Stream Names
- Highway, Road and Street Names, Symbols and Dimensions
- Vacated Highway, Road and Street Names, Symbols and Dimensions
- Railroad Name and Dimensions
- Vacated Railroad Name and Dimensions
- Property Ownership Map Index (map sheet numbers)
- Tax Unit numbers
- Dimensions

Text Annotations

Text annotation requirements for property data shall be consistent with computer display and plotting at 1" = 100' and 1" = 400'. Dimensions of Subdivision and City parcels shall only be necessary at 1"=100' according to the Revised Technical Mapping Specifications.

The visual center point for each parcel shall be digitized as a label point corresponding to the property identification number from the County's current tax system.

Product Deliverables will be in ESRI file formats.

Conversion Priorities

The County will work with the Vendor to establish incremental delivery areas. The delivery rate shall be evenly distributed over the course of the project and shall not exceed the County's capacity for quality control.

Compilation/Digitizing Methodology

A generalized description of the major steps in the property conversion effort must be provided. The proposed method for converting data should be discussed in detail, from initial set-up through final processing, including quality control. The firm should discuss any technical difficulties that are anticipated with this project and likely resolution techniques.

Accuracy

The digital ortho photography to which this data is to be referenced have a spatial accuracy corresponding to 1" = 200'. The accuracy of the parcel lines will be defined relative to visibility on the orthoimages. For purposes of this conversion, well-defined indications shall include any feature indicative of property ownership that can be sharply defined as discrete lines. Examples may include, but not be limited to, pavement edges, fence lines, buildings, or hedges. The County will select well-defined indicators in consultation with the Vendor.

All parcels numbers shall be included and assigned to their respective parcels with 100% accuracy.

Delivery Formats

All digital project data shall be delivered in a standard ESRI file format.

Maintenance and Training

The successful vendor will maintain all of the GIS layers created under the scope of this GIS project. If Beaver County elects to hire a local GIS employee as a member of its staff, the contractor will train that employee on the processes needed to create and maintain the GIS data once the project has ended. If Beaver County elects to continue with the services of the contractor for data maintenance and creation and/or consultation services once the project is complete, an additional quote for services will be done at that time.

The contractor will provide training to county employees on use of any online web-based GIS system and also training which will be determined in the planning meetings.

Warranties & Fixes

For a period of not less than twelve (12) months after the County's acceptance of the final system deliverable, the contractor, at no additional cost to the County, shall correct any and all errors and flaws (those resulting from incorrect methodology, processing errors, data corruption, deficient QA/QC, etc.) in the data and software, within thirty (30) days after the contractor is made aware of the issue; provided, however, that upon request of the County, the contractor shall correct any error reasonably deemed important to the county's continued use of the software within ten (10) days after the County has notified the contractor in writing of the error. The Contractor will also provide warranties as noted in Terms & Condition.

II. TERMS AND CONDITIONS

1. Beaver County, Oklahoma, is not liable for any costs incurred by the respondents in preparing or submitting bids.
2. All bids submitted become the property of Beaver County and will not be returned.
3. **Data Ownership.** All data formulated as part of this invitation shall become the property of and copyright by Beaver County Oklahoma. The vendor shall hold no ownership or rights to any data formulated under this bid. The vendor shall warrant that all data provided was obtained from public sources or developed specifically for this bid and none is subject to ownership or copyright by others.
4. **Data Warranty.** The vendor shall warranty the data provided for a period of one year following final acceptance. The vendor shall be responsible to rectify, at no charge, any errors discovered during this period. The vendor shall not be responsible for new roads or road changes that occur after acceptance.
5. The County reserves the right to reject all bids or parts of bids and waive technicalities, and to adjust quantities.
6. All Bids will be considered as final. No additions, deletions, corrections or adjustments will be accepted after the deadline stated on page 1.
7. All bids shall be considered valid for 90 days after the scheduled closing time for receipt of bids.
8. All delivery costs or charges shall be included in the R.F.P. price. Including licensing fees.
9. All prices and notations must be in ink or typewritten. Mistakes must be crossed out and corrections typed adjacent and must be initialed in ink by person signing bid. An authorized officer or individual must sign the bid.
10. The Vendor shall hold the County and all Committees, associated boards and departments, their officers, agents, and employees harmless from liability of any nature or kind on account of use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used under this bid call.

11. The selected Vendor is specifically denied the right of using in any form or medium the name of the County, or any other public entity within the County for public advertising unless expressed written permission is granted.
12. The selected Vendor shall be an "Equal Opportunity Employer" as is required by Article III, Rules III, Fair Employment Practices Commission.
13. Sealed bids received after the designated time of the receipt of the sealed bids will be considered "NO BID" and as "VOID".
14. This Request for Bids should not be considered as an offer for contract and any response shall not be construed as a binding contractual obligation.
15. The County reserves the right to accept any bid(s), to reject any or all bids, to waive irregularities and informalities in this bid, and to make the award in any manner deemed in the best interest of the County.

III. BID CONTENT

All bids must follow the same format. No exceptions to this format will be accepted, and all sections of the format must be addressed in order for a bid to be accepted for evaluation.

The aid of the required format is to simplify the bid evaluation processes and to ensure that all bids receive the same orderly review.

All bids shall include the following:

Technical and Cost Bid Section/Topic

1. Cover Letter
2. Firm/Organizational Background
3. Project Description
4. Work Plan
5. Schedule
6. Quality Control/Quality Assurance Section
7. Cost Bid Form
8. Additional Information

Cover Letter. Provide a cover letter introducing the document as to its content and purpose. The cover letter should also identify the individual within your organization who will respond to questions the County may have regarding the bid. Include title, phone number, fax number, email address and a mailing address where this person may be contacted. Also, include specific highlights of your firm in your bid as well as a website if available.

Project Description

The contractor needs to supply a comprehensive description of the project as they envision it. This is probably the single most important part of this bid. It is essential that the individuals evaluating each bid be able to understand clearly the methodology, concepts, and philosophy to be used by the contractor.

Work Plan

This section is intended to be the heart of the bid and should reflect the contractor's knowledge and experience with the complete methodologies, equipment, hardware, and software necessary to complete the project scope of work. The work plan shall specifically address how the vendor proposes to meet the County requirements and delineate any associated risk. A bid that states only that the vendor will comply is not acceptable.

A complete description of the technical approach to be utilized including types of equipment & methodology which you propose to utilize in completing this project for Beaver County should be set forth.

The County shall appoint one project manager to be the direct liaison between the Company and the County. It is expected that the Vendor will also appoint a project manager for this project.

Schedule

Include a schedule for completion of your project work plan and the deliverables identified in this RFP.

Cost Bid Form

The contractor must complete the Cost Bid Form located at the end of this RFP.

Additional Information

Sample of Digital Data

Sample of Hard Copy Map Output

Additional Options

Vendors may also submit other options: web based options (including if security rights are available for the web based option), project timelines, web hosting, maintenance plan including costs and scope of work.