



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
 TAX07006

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 KRISTA FERRELL
 304-558-2596

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DEPARTMENT OF TAX AND REVENUE
 OPERATIONS DIVISION
 BUILDING 1, ROOM W417
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0845 304-558-0761

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/30/2006				

BID OPENING DATE: 09/14/2006 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		962-52		
<p>MAPPING SERVICES</p> <p>REQUEST FOR QUOTATION</p> <p>THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, THE STATE TAX DEPARTMENT, IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH MAPPING SERVICES TO INCLUDE: WARPING, VECTORIZATION, ATTRIBUTE TAGGING, QUALITY CHECKING, EDGE MATCHING, AND THE DELIVERY OF THE FINAL AUTOMATED SEAMLESS MAP PRODUCTS FOR ALL OF RALEIGH, GILMER, MORGAN, TAYLOR, AND WETZEL COUNTIES PER THE ATTACHED SPECIFICATIONS.</p> <p>TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA PURCHASING DIVISION VIA FAX AT 304-558-4115 OR VIA EMAIL AT KFERRELL@WVADMIN.GOV. DEADLINE FOR TECHNICAL QUESTIONS IS 09/08/2006 AT 5:00 PM. QUESTIONS (IF ANY) RECEIVED PRIOR TO THIS DEADLINE WILL BE ANSWERED BY ADDENDUM. QUESTIONS CONCERNING BID SUBMISSION MAY BE SUBMITTED AT ANY TIME AND IN ANY FORM.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON UPON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
14. **HIPAA Business Associate Addendum** - The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

SIGNED BID TO:

Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130



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<p>ORIGINAL CONTRACT: THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATI-</p>						

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<p>CALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 04/11/2001</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>() BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY I WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4)</p>						

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<p>YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>() BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID;</p> <p>OR</p> <p>() BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX & REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH</p>						

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<p>PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASIN DIVISION IN WRITING IMMEDIATELY.</p> <p>BIDDER: -----</p> <p>DATE: -----</p> <p>SIGNED: -----</p>						

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TITLE: -----						
<p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: 21</p> <p>RFQ. NO.: TAX07006</p> <p>BID OPENING DATE: 09/14/2006</p> <p>BID OPENING TIME: 1:30 PM</p>						

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PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: ----- CONTACT PERSON (PLEASE PRINT CLEARLY): ----- ***** THIS IS THE END OF RFQ TAX07006 ***** TOTAL: _____						

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REQUEST FOR QUOTATION

The State Tax Department intends for the Contractor to provide certain designated professional services in connection with the Project, as more fully described in item 1 below.

The Contractor shall serve as the State Tax Department's Professional Representative in all phases of the Project and give consultation and advice to the State Tax Department relating to the Project.

1. WORK ELEMENT

Raleigh County

- (a) Provide countywide seamless digital tax parcel data in geo-database format with parcel identification numbers and annotations for Raleigh County by converting existing paper tax maps and/or existing digitized county data. Total parcels number approximately 65,000.
- (b) Provide separate feature layers of stream, road, and railroad in Project areas.

Gilmer, Mineral, Morgan and Wetzel Counties

- (c) Provide countywide seamless digital tax parcel polygons for the Counties of Gilmer, Mineral, Morgan and Wetzel, by converting existing paper tax maps. Total parcels to be converted number approximately 59,000.
- (d) Provide the linking of the digital tax parcel polygons to the assessors attribute database to create a GIS for general use by all county offices.

For Raleigh, Gilmer, Mineral, Morgan and Wetzel Counties

- (e) Linking GIS maps with the Integrated Assessment System (IAS) database.
- (f) Linking GIS maps to extracted database.
- (g) Software customization to include (1) a functional interface for the GIS graphic data and IAS system textual data; (2) interface will be made compatible with the individual county's chosen software; and (3) customization of queries and reports based on the individual assessor's needs.

2. DELIVERABLES

Raleigh County

- (a) Upon approximately 25% completion of district maps, Contractor will submit to the State Tax Department and the County for review.
- (b) Countywide seamless digital tax parcel data in geo database format with parcel identification numbers and annotations, including dimensions and acreages as required on the original tax maps, along with feature layers of stream, road, and railroad having name attribute information, obtained and incorporated from the planametric data provided by Statewide Addressing Mapping Board, to create datasets for Raleigh County. Data required hereby shall be completed and delivered by June 30, 2007.

Gilmer, Mineral, Morgan and Wetzel Counties

- (c) Countywide seamless tax parcel polygons with Parcel Identification Numbers that create datasets for Gilmer, Mineral, Morgan and Wetzel Counties to be delivered incrementally throughout the year and must be completed by June 30, 2007.

3. SPECIFIC QUALIFICATION CRITERIA

Must have a minimum of five (5) years experience in the specific work elements and to have performed all of those outlined activities in a minimum of six (6) counties in West Virginia for use by the county assessor.

4. DATA CONVERSION SPECIFICATIONS

A. Raleigh County

1. Project Set-Up

All map files will be supplied by Raleigh County. Next Project workflow parameters will be developed.

2. Preliminary Design File Set-up

All drawings will need to be exported into 2-D drawings, and all curves, complex shapes/strings and dimensions must be transformed into simplest form. Contractor will then scale and change current working units to ensure consistency with existing mapping. Each file will then be fenced and moved to its general

location in relation to the existing mapping. Contractor will then be able to begin the geo-referencing process.

3. Georeference Existing Design Files

The existing design files will be geo-referenced to best fit the orthophoto base. Contractor will identify road intersections within the source file and then identify the same road intersections on the orthophoto images. Contractor will then “warp” the source file to best fit the orthophoto base. This process is intended to move each file to its approximate location with relation to the underlying orthophoto.

To begin this process, Contractor will first copy the insets located on each map to a separate design file. Next, several “control points” will be identified within the source files. These locations will primarily be road intersections, or any feature that can be clearly identified within the source file and on the orthophotos. Once these “control points” are identified, the existing parcel data will be “rubber sheeted” to fit the orthophoto with the best-fit possible based on the control points.

4. Parcel Linework Adjustment and Digitizing

After the design files have been fitted to the orthophotos, Contractor will fine-tune the position of each parcel line. This may include scaling, moving, and/or rotating to adjust the design file to match the features identified on the orthophoto. Fine tune adjustment will be performed on a block-by-block basis in urban areas in order to achieve the most accurate solution possible. Linework for similar types of features at all scales will be of consistent weight. Limits of each map will be drawn as a closed polygon but will edgemark to surrounding maps. County will be responsible for locating all “floating” parcels and making decisions on all questionable contacts.

5. Text/Symbol Adjustment

Each text item will be scaled, rotated or adjusted to fit the new linework and suitable for plotting. Example of items to include (but not limited to) is dimensions (for parcels shown with less than 1 acre), acreages (for parcels of 1 AC or more). All text features will be placed so they are right reading. Additional text (i.e. parcel #, lot numbers, railroads etc) will be reflected in the attribute table.

6. Preliminary and Final Linework Processing

After the linework and text features have been clearly placed, scaled and rotated, Contractor will ensure that all work is topologically structured, clean, and without

duplicate points, etc. The parcel lines and district boundary lines will also be included in this check.

7. Geo-database

All parcels will have geo-database attached. This data will include district, map, parcel number, sub-parcel and account number. It will also include the data from the State Tax Department IAS database.

8. Pilot Project

Initially Contractor will receive 5-7 maps to use as a pilot Project. These maps will join the existing spatially placed maps (Beckley Corporation). These maps will include varying scaled drawings, insets & inserts. The extent of the pilot Project shall include at least one insert map. Contractor will perform all tasks and submit to the State Tax Department and to the County for review and comments. Once the State Tax Department and the County have accepted the pilot Project, work will proceed by Contractor on a district-by-district basis.

9. Final Product

The final product will consist of a seamless, countywide digital tax parcel data in geo data base format. This geo database will contain each parcel's attribute information following the conventions of Table 1. Contractor will follow the conventions of special parcel Ids shown in Table 2.

The final product will also include feature layers of stream, road and railroad with names as attributes where they exist. Information of these feature layers may be obtained and incorporated from the planametric data provided by Statewide Addressing Mapping Board.

Table 1

Name of Parcel Attribute Field	Example of Parcel Attribute
DISTRICT	04
MAP	16
PID	27.3
PCL	0027
SUBPCL	0003
ROOTID	41-04- 16-0027-0003-0000

Table 2

Special Parcel ID	Type of Special Parcel
9999.1	Water
9999.2	Road Right of Way
9999.3	Railroad Right of Way
9999.5	“Island” Parcel Assessed in Other County
9999.6	US Government Parcel w/o Parcel Number
9999.7	Exempt w/o Parcel Number
9999.9	Problem Parcel

10. Deliverables

Upon approximately 25% completion of district maps, Contractor will submit to the State Tax Department and the County for review.

Countywide seamless digital tax parcel data in geo database format with parcel identification numbers and annotations, including dimensions and acreages as required on the original tax maps, along with feature layers of stream, road, and railroad having name attribute information, obtained and incorporated from the planametric data provided by Statewide Addressing Mapping Board, to create datasets for Raleigh County. Data required hereby shall be completed and delivered by June 30, 2007. Once the Project has been completed and accepted, it will be delivered to the State Tax Department, and the County on CD.

B. Gilmer, Mineral, Morgan and Wetzel Counties

The following procedures will be used for digital conversion of Tax Parcel Maps for State Tax Department.

1. Warping

The rural 1:4800 scanned images will be geo-referenced to real world coordinates using the transportation and hydrography layers from the 1:24000 Digital Line Graphs (DLG) generated for the Mineral Lands Mapping Program (MPMP) or more accurate available photography. All urban or town parcels (1:1200) will be geo-referenced to the 1 meter resolution USGS Digital Orthophoto Quarter Quadrangles (DOQQs) or more accurate available photography.

2. Vectorization

The scanned image and/or DOQQs or more accurate available photography will be used as a background for “heads up” digitizing or correction of existing

digitized parcel boundaries as necessary. Parcels with significant linework modification will be flagged for the review of State Tax Department staff.

3. Attribute Tagging

Parcel Identification Numbers (PINs) will be captured for each parcel specified on the map. Parcels that originate on an adjacent map will be tagged on its respective map only (no double tagging of parcels). Generic tagging will be provided for rights of way and large bodies of water.

4. Quality Checking

The parcel shapefile will be quality checked for gaps and overlaps of polygons, missing parcels and general attribute integrity.

5. Edge Matching

Linework for each parcel that extends into an adjacent map will be matched to the corresponding linework in the adjacent map. This procedure may require assistance from State Tax Department staff.

6. Final Product

The final product for each county will consist of a seamless, countywide, surface parcel polygon shapefile in ESRI format. This shapefile will contain each parcel's attribute information following the conventions of Table 1. The conversion Contractor will follow the conventions of special parcel IDs shown in Table 2.

The final product will also include a single, separate, ESRI format shapefile for each line coverage of the roads, water, and hydrology with names as attributes where they exist.

Table 1

Name of Parcel Attribute Field	Example of Parcel Attribute
DISTRICT	4
MAP	16
PID	0027-0003
ID	42-04-0016-0027-0003-0000

Table 2

Special Parcel ID	Type of Special Parcel
9999.1	Water
9999.2	Road Right of Way
9999.3	Railroad Right of Way
9999.5	"Island" Parcel Assessed in Other County
9999.6	US Government Parcel w/o Parcel Number
9999.7	Exempt w/o Parcel Number
9999.9	Problem Parcel

5. TRAVEL EXPENSES

The Vendor must include, as part of the bid price, all travel costs to be incurred by the vendor in conjunction with the Project.

6. PAYMENT SCHEDULE

Invoices are to be submitted when the contractor completes the following work, it is reviewed by the county and State Tax Department, and is accepted by both entities.

Digital Tax Parcel Data

Raleigh	25%	Completion
	50%	Completion
	75%	Completion
	100%	Completion
Gilmer	100%	Completion
Mineral	100%	Completion
Morgan	100%	Completion
Wetzel	100%	Completion

GIS Map Link with IAS Database

Raleigh	100%	Completion
Gilmer	100%	Completion
Mineral	100%	Completion
Morgan	100%	Completion
Wetzel	100%	Completion

7. PRICE BREAKDOWN

Digital Tax Parcel Data	Price
Raleigh	\$ _____
Gilmer	\$ _____
Mineral	\$ _____
Morgan	\$ _____
Wetzel	\$ _____
Sub-Total	\$ _____

GIS Map Link with IAS Database

Raleigh	\$ _____
Gilmer	\$ _____
Mineral	\$ _____
Morgan	\$ _____
Wetzel	\$ _____
Sub-Total	\$ _____
GRAND TOTAL	\$ _____

A F F I D A V I T

016

West Virginia Code §5A-3-10a states:

No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owned is an amount greater than one thousand dollars in the aggregate.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions.

"Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

EXCEPTION:

The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

LICENSING:

The vendor must be licensed in accordance with any and all state requirements to do business with the state of West Virginia.

CONFIDENTIALITY:

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit www.state.wv.us/admin/purchase/privacy for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor's Name: _____

Authorized Signature: _____ Date: _____