



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
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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
09/13/2006				

BID OPENING DATE: 09/21/2006 BID OPENING TIME 01:30PM

LINE	QUANTITY	UCP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		962-52		
ADDENDUM NO. 1 THIS ADDENDUM IS ISSUED TO ANSWER QUESTIONS RAISED PRIOR TO THE 09/08/2006 DEADLINE. (SEE ATTACHED). ALSO TO EXTEND THE BID OPENING DATE TO ALLOW TIME FOR VENDORS TO INCORPORATE THESE ANSWERS INTO THEIR BID RESPONSE. BID OPENING DATE IS EXTENDED TO: 9/21/2006 BID OPENING TIME REMAINS: 1:30 PM ***** END ADDENDUM NO. 1 ***** MAPPING SERVICES ***** THIS IS THE END OF RFQ TAX07006 ***** TOTAL:						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**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

List of additional questions regarding RFQ TAX07006

- 1) Would it be possible to obtain some sample data prior the bidding deadline?
Yes, per request
- 2) Is it correct that all aerial imagery will be provided at no additional cost on CD/DVD or similar (or FTP download)?
Yes
- 3) Are there any hard-copies that still need to be scanned in? Or are absolutely all paper maps provided in a digital (raster) format, w/o exception?
No, all paper maps have scanned (raster) imagery available.
- 4) Are the scanned images (parcel maps in raster format) already projected in the project's final projection (presumably WV state plane)?
No
- 5) The RFP does not mention any (surveyed) control points to register the parcels to other than the ortho imagery (which will be provided by the state/county). Is this correct?
Yes
- 6) Will a copy (sample or "schema") of all the databases be provided? (Otherwise the linking feature will be very difficult to implement.)
Yes. Table structure (schema) will be provided for parcel polygons. A key will be required to link parcels to IAS.
 - a. Are there any database access restrictions, or will the Contractor have full access to (copies) of the database(s) in question?
The Contractor will be allowed to have access during the process of work. The state agency will provide assistance as needed. The end product will be integrated into statewide cadastral database upon completion.
- 7) Same as above for "IAS" database(s).
Same restrictions as schema stated above.
- 8) Under "1. Work Element"/Section (g): The software customization specification appears to be vague:
 - a. Does the software need to be an independent application?
No software development is needed in this contract. Only engineering service is required.
 - b. Or should the software be part of ESRI's ArcMap application? (programmed using "ArcObjects").

Yes.

- c. Who will provide the exact requirements and by when?
Counties bear the responsibility to provide software/hardware.

- 9) Whenever the term "geo database" is used, it is assumed that this refers to ESRI's Geodatabase format?

Yes.

- a. Will a ESRI "personal geodatabase" (aka PGDB) suffice? (It is entirely compatible with ESRI's unrestricted Geodatabase format).

Yes.

- b. Presumably, there is one geodatabase per county to be delivered?

Yes.

- 10) Under section "5. Travel Expenses", the location(s) to be traveled to is somewhat unclear. Presumably this involves all county seats listed?

Yes.

- a. Does this also include travel to the state's headquarters?

Yes.

- b. And if so, how often? (How many trips per week/month?)

As needed.

- 11) Do any of the counties expect training in GIS or training in the usage of the software to be generated? If so, how much individual training is expected to be allocated to each county?

Yes, but not required.

- 12) Under section "3. Specific Qualification Criteria", Does the state simply mark a company down as "not qualified" the moment they identify the lack of the second qualification requirement of "...to have performed all of those outlined activities in a minimum of six (6) counties in West Virginia for use by the county assessor?

The vendor must meet all requirements.

- a. Please explain exactly which "outlined activities" are being referred to?

Activities specified in scope of work.