



TANEY COUNTY MISSOURI

Purchasing Department 132 David Street / P. O. Box 1630 Forsyth, Missouri 65653

REQUEST FOR PROPOSAL No. 201205-183

Taney County will accept separate sealed bids from qualified persons or firms interested in providing the following:

DATA COMPILATION SERVICES

As a Term & Supply Contract in Accordance With the Attached Specifications.

**BIDS *MUST* BE RECEIVED BY AND *WILL* BE OPENED AT:
9:00 A.M. LOCAL TIME ON Thursday June 14, 2012**

**PLEASE MARK YOUR ENVELOPE "SEALED BID #201205-183"
RETURN ONE (1) ORIGINAL AND THREE (3) COPIES TO:**

Taney County Purchasing Department
Attn: Ron Erickson, Director of Purchasing
132 David Street / P. O. Box 1630
Forsyth, Missouri 65653

PHONE: 417-546-7281 / FAX: 417-546-3931

rone@co.taney.mo.us

The undersigned certifies that they have the authority to bind this company in an agreement to supply the commodity or service in accordance with all terms, conditions, and pricing specified herein or to offer a "no bid." Please type or print the information below. Bidder is REQUIRED to complete, sign and return this form with their submittal of bid. * An authorized signature is **mandatory**, lack thereof will result in a determination of "Non-Responsive". Also required is a direct email address in order to receive award results. We do not use USPS for direct results notification *only* email. In addition final results will later be posted on our website at: www.taneycounty.org.

_____ Company Name	_____ Authorized Person (Print)
_____ Address	_____ Signature
_____ City/County/State/Zip	_____ Title
_____ Telephone #	_____ Date
_____ Fax #	_____ Tax ID #
_____ E-mail	_____ Entity Type (Corporation, LLC, Sole Proprietor, Partnership)

**DATA COMPILATION SERVICES RFP #201205-183
Taney County, Missouri**

INSTRUCTIONS AND GENERAL CONDITIONS

- 1) **Delivery of Proposals:** Sealed Proposals/Bids, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Taney County Purchasing Office until the Proposals/Bids closing date and time indicated herein for furnishing the County with goods, and or, services as detailed in the following Request for Bid.

- 2) **Proposal Closing:** All Proposals / Bids shall be **delivered before** 9:00 AM, Central Time, Thursday June 14, 2012 to:

Taney County Purchasing Department
Ron Erickson, Director of Purchasing
132 David Street / PO Box 1630
Forsyth, Missouri 65653

- 3) The County will not accept any Proposals / Bids received after 9:00 AM and will consider such late bids as **NON-RESPONSIVE**. They will either be filed, returned, or discarded.
- 4) Proposals / Bids will be opened publicly at 9:00 AM on June 14, 2012 and read aloud. All Proposals/Bids responses will be considered public information and following contract execution or rejection of all proposals, all responses will become a part of public record and will be released to any person or firm that requests it.
- 5) Proposals / Bids may be withdrawn on written request from the Offeror at the address shown in this RFP prior to the time of acceptance of the Proposal.
- 6) Proposals / Bids **must** be submitted in a sealed envelope identified with the bid number and date of closing. List the Bid number on the outside of the box or envelope and note "Response to Request for Proposal enclosed".
- 7) If you do not want to submit a Bid, please return the *No Bid Response Page* and note your reason. No fax or electronic transmitted Proposals will be accepted.
- 8) If you have obtained this Proposal / Bid request document from our Web Page or from another source than the Taney County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal.
- 9) This County is not responsible for any expenses which proposers may incur in estimating, inspecting, nor preparing and submitting bids called for in this Request for Proposal.
- 10) The County reserves the right to conduct personal interviews or require presentations of any or all proposers prior to selection. The County will not be liable for any costs incurred by the proposer in connection with such interviews/presentations (i.e. travel, accommodations, etc.)
- 11) All Proposals / Bids submitted shall be binding, and remain firm for ninety (90) calendar days following the opening. Pricing / Costs submitted within this response **MUST BE HONORED** within that set timeframe, **NO EXCEPTIONS**. Offerors should NOT respond unless certain on this point.
- 12) The Taney County Commission reserves the right to reject any or all Proposals, when such rejection is in the best interest of the County.
- 13) Proposals may be awarded to one company or multiple companies; when such award is deemed in the best interest of the County.

**DATA COMPILATION SERVICES RFP #201205-183
Taney County, Missouri**

INTRODUCTION AND GENERAL INFORMATION

Introduction:

- 1) This document constitutes a request for sealed Proposals for a **DATA COMPILATION SERVICES** system as set forth herein.

- 2) Organization – This document, referred to as a Request for Proposal (RFP), is divided into the following parts:
 - Instructions and General Conditions
 - Introduction and General Information
 - Scope of Services / Specifications
 - Pricing / Bid Page / No Bid Response Form
 - Standard Terms and Conditions
 - Miscellaneous Bidding Process Information

Guidelines for Written Questions:

- 1) All questions regarding this Request for Proposal shall be submitted in writing, **prior to the bid opening** and no later than **9:00 AM., on June 7, 2012**. All questions must be mailed, faxed or emailed to; **Ron Erickson, Director of Purchasing**. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet by the County by posting the addendum on the County Web site at www.taneycounty.org (select Current Bid Notices).

- 2) In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued. Any addendum to this RFP is valid only if in writing and issued by the Taney County Purchasing Department.

- 3) **Timeline:** The County anticipates a contract award following the evaluation of all Proposal responses within **45 days from the RFP opening date and completion**. These dates are provided for informational purposes and may change as requirements dictate. **Once awarded a subsequent contract is expected to remain in place for twelve (12) months unless otherwise ordered by the Taney County Commission, with a one year renewal option.**

- 4) **Sunshine Laws:** Due to applicable sunshine laws and regulations concerning public documents, the County's Bid file becomes part of public record at the time of contract execution or when all bids are rejected.

**DATA COMPILATION SERVICES RFP #201205-183
Taney County, Missouri**

SCOPE OF SERVICES:

The Taney County Commission is seeking Proposals from interested parties for Data Compilation Services for the Taney County Assessor's Office as detailed below.

For questions concerning the below listed specifications, or any other technical questions, please feel free to call:

**James Strahan,
Taney County Assessor
417-546-7240
james@co.taney.mo.us**

Tax Exempt: All items required for this Purchase are for an exempt entity and qualify for exemption from State and local sales and use taxes under RSMo 144.062.

SPECIFICATIONS:

PURPOSE:

Implement software and support to make provisions needed to compile digital sketches of real property improvements (Structures) currently in hardcopy format on the Taney County Assessor's property record cards (PRC). Said digital sketches captured will provide the data needed for the Assessor's automated mass appraisal system to accurately calculate improvement square footage for comparison with existing records. These digital sketches will provide appraisers an essential tool to verify current improvement calculations and help identify discrepancies between sketches and improvement data currently in the appraisal system.

Further, as county personnel place building footprints derived from the delivered sketches atop the aerial imagery, missing improvements or incorrectly sketched structures - MUST be identified and marked for field review.

SCOPE OF WORK:

1. Utilize copies of existing hardcopy property record cards maintained by the Taney County Assessor.
2. MUST be able to compile digital sketches of all real property improvements resident thereon.
3. Operate remotely, personnel – of the Awarded Vendor, will use a County-provided VPN connection to the Assessor's mass appraisal software to capture sketches in real time.
4. Sketches MUST be immediately available to County appraisal personnel as they are captured.

COUNTY OBLIGATION:

1. The Taney County Assessor's office will provide copies or scanned images of the County's existing hardcopy property record cards.
2. The Taney County IS department will provide and maintain four VPN (virtual private network) connections to the Assessor's GAMA database, available Monday through Friday from 8:00 am to 5:00 pm or as otherwise agreed upon.

**DATA COMPILATION SERVICES RFP #201205-183
Taney County, Missouri**

PRICING:

PRICE: _____ per STRUCTURE DELIVERED.

All sketches will be complete within 9 months of contract signature.

PAYMENT TERMS: The quantity of delivered sketches will be calculated and invoiced per the above agreed pricing on a monthly basis. Invoices will be due upon receipt.

BID PAGE:

Bidder must complete the following section in its entirety, and sign and date where indicated. This agreement shall take effect upon the approval by the Taney County Commission.

- A. ACCEPTANCE OF BID BY COUNTY: The County shall have a minimum of 90 calendar days from the date of the opening to accept bidder's offer.
- B. County standard payment terms are Net 30 after receipt of invoice.
State any discounts offered: _____
- C. Response time/delivery: _____
(After receipt of order)
- D. Submittals - The following must be submitted with bid:
 - 1. References and experience
 - 2. Key personnel
 - 3. List of machinery and equipment
 - 4. Return all parts of this complete bid document (bidders to keep copy of bid submitted)
 - 5. Bid Bond (Must be provided on the County's Form, required on projects over \$25,000.00)
 - 6. Warranty
 - 7. Descriptive literature
 - 8. List of suppliers

**NO BID RESPONSE FORM:
DATA COMPILATION SERVICES RFP #201205-183**

NOTE: Complete and return this form only if you do not want to submit a bid. If you do not wish to respond to this RFB, please fill this form out and return it to the Purchasing Department by mail or fax.

Thank you...

Business Name:	
Address:	
Telephone:	
Contact Person:	
Date:	
Reason(s) for not bidding:	

See following pages for Terms & Conditions and other helpful information which apply appropriately as needed specifically to items or services required within this Bid / Proposal.

DATA COMPILATION SERVICES RFP #201205-183
Taney County, Missouri



STANDARD TERMS AND CONDITIONS

1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Taney County Department identified in the Request for Bid and/or Proposal.
2. The Taney County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Taney County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
3. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and **sign the bid**.
4. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. **Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.**
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Taney will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Bidder from **future** bidding.
10. Prices must be as stated in units of quantity specified, and must be firm.
11. No bid transmitted by fax machine or e-mail will be accepted.
12. The County of Taney, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
13. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms. (Cooperative Purchase.)
14. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
15. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
16. Should an audit of Contractors invoices – during the term of the Agreement, and any renewals thereof, indicate that Taney County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30 days of being notified of the same.

DATA COMPILATION SERVICES RFP #201205-183
Taney County, Missouri

MISCELLANEOUS BIDDING PROCESS INFORMATION

The Purchasing Department is responsible for the bid opening at the time and place noted in the request. If a Vendor is interested in a copy of the bid tabulation they must include a direct email address, not website, in order to receive results quickly. We will no longer use USPS for results notification. Obviously sealed Bids cannot be emailed so they must either be delivered by hand or USPS.

A formal invitation for bid is utilized when the total purchase exceeds \$4,500. The County also uses this method when the life of a term and supply contract is valued more than \$4,500. The Bid Package will contain well-defined standard technical specifications for the nature of the service or product requested. A formal closing date and time is specified. The Bidder must comply with this requirement in order to be considered for award. All Formal Invitations for Bid are handled by the Taney County Purchasing Department. Technical specifications are the responsibility of the specific requesting department.

Bid Response Tips:

1. Read ALL bid documents immediately upon receipt. Note any special dates or requirements.
2. Contact the Taney County Purchasing Department with any questions relating to the Bid 7 days prior to the bid opening. (Email works faster than calling and is more efficient)
3. Use ink to fill in all blanks clearly.
4. Remember to make the required number of copies. (When asked for.)
5. Turn your bid in as soon as possible. The deadline dates and times are strictly adhered to. The County cannot accept any late bids. In the event of only one bid response the County may reject the entire bid and re-let it hoping for more participation.
6. Attend pre-bid conferences, if any. (Most are Mandatory.)
7. Pay close attention to the terms *must, shall, should* or *may*.
8. Include an updated **W-9** form completed with your company information and signature.
9. Include, if applicable, a current level of **prevailing wage** considerations within your Bid.
10. Remember to sign the Bid Proposal sheet as this is mandatory.

Please Note...

There are several steps, requirements and legalities which must be followed when engaging in an effort to respond to any certain Bid or Proposal Request. Here I hope I have served to assist any/all participants in making sure everyone has a fair and pleasant experience with my County. Please keep in mind that it is entirely possible that this sheet, along with all of the other information as detailed within this Bid, may NOT include everything to cover every possible situation. Should that occur please let me know.

Thank you for your interest in Taney County Missouri.

Sincerely,



A handwritten signature in blue ink that reads "Ron Erickson".

RON ERICKSON
Director of Purchasing
Taney County Missouri
rone@co.taney.mo.us
www.taneycounty.org
417-294-7863 (Cell)

Taney County, Missouri
Data Compilation Services RFP #201205-183
Addendum #1

This addendum is issued in accordance with the Introduction and General Information in the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum **shall** be acknowledged and submitted with Offeror's *Response Page*.

Specifications for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

This office has received the following questions as listed below. Keeping in full compliance with the instructions stated within the RFP - I hereby submit this addendum which I hope will help.

Q.1.) Will the property record cards be provided as hard copies that the vendor will need to acquire at the courthouse or will they be provided in a digital format already scanned?

A. 1.) Hard copies provided to vendor winning the bid.

Q.2.) The proposal is not clear about how the vendor is to create the images. My understanding is that the Assessor needs sketches on property record cards converted to some sketch format that can be used in the mass appraisal software. What is unclear is whether the vendor is to use software already owned by the County or is to provide the sketch software to be used to create the new images. If the vendor is to provide the sketch software, what are the file specifications and/or format required by the mass appraisal software?

A.2.) Software already owned by County.

Q.3.) If the County is providing the software is there any way we can preview it to determine training time and ease of use so that we might better understand the number of employees necessary to meet the 9 month goal?

A.3.) At this point we do not have the staff to accommodate this option. Interested parties may include a Bid Response reflecting a decline option post award – if necessary. Said option may include being allowed to decline further participation upon determining above issues to be unacceptable. In this case the Commission will award to the next available Bidder.

Q.4.) Can you give me additional information related to Taney County's requirements for a bid bond?

A.4.) Yes... Item # 5 under section D on the Bid Page – Page #5 – Should have been excluded from this Bid as it does not apply. Sorry. Bid Bonds are normally only required in very large construction projects.

Q.5.) Can you approximate the number of images that might need to be created?

A.5.) About 51,000

Thank you.

By,

Ron Erickson, Director of Purchasing
132 David Street / P.O. Box 1630 Forsyth, Mo. 65653
Phone: 417-546-7281 Fax: 417-546-3931
E-mail: rone@co.taney.mo.us

OFFEROR has examined copy of Addendum #1 to **Data Compilation Services RFP #201205-183**, receipt of which is hereby acknowledged:

Company Name: _____
Address: _____

Phone Number: _____ Fax Number: _____
E-mail address: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____