

**ADVERTISEMENT
FOR THE USE AND BENEFIT OF
NESHOPA COUNTY, MISSISSIPPI**

Notice is hereby given that the NESHOPA COUNTY BOARD OF SUPERVISORS will receive electronic bids at www.neshobacounty.net or sealed bids in the Office of the Chancery Clerk of Neshoba County, Mississippi, located at 401 East Beacon Street, Suite 107, Philadelphia, Mississippi 39350 until 10:00 a.m. on the 21st day of September 2020, for the following services for the use and benefit on Neshoba County, Mississippi, to-wit:

- (A) Parcel Mapping Services of Neshoba County, Mississippi including annual map maintenance for four (4) separate one (1) year periods being: January 1, 2021; January 1, 2022; January 1, 2023; and January 1, 2024.
- (B) Online hosting of Neshoba County Ownership Maps.

Both of these services separately priced are to be provided by the same bidder in response to this solicitation. Each separate contract will require that all work be completed based on a timeline for the completion and implementation schedule of no later than July 1, 2021; July 1, 2022; July 1, 2023; and July 1, 2024, respectively. Further, all work must be in complete and full compliance with the laws of the State of Mississippi and the rules, regulations and standards established by the Mississippi Department of Revenue.

A detailed copy of the specifications and proposed contract is on file in the Office of the Tax Assessor and Collector of Neshoba County, Mississippi, a copy of which may be obtained at 401 East Beacon Street, Suite 105, Philadelphia, Mississippi 39350. Also, a detailed copy of the specifications and proposed contract can be obtained from the Board of Supervisor's office in the Neshoba County Courthouse, 401 East Beacon Street, Suite 201, Philadelphia, Mississippi 39350. Copies may also be obtained via the county website at www.neshobacounty.net.

The contract awarded will be performed under the direction and supervision of the Tax Assessor and Collector of Neshoba County, Mississippi.

In response to this solicitation the format of the proposal is left to the discretion of the vendor bidding but must include the Neshoba County Bid Form for Annual Map Maintenance therewith and upload in PDF format with an electronic bid submitted or return said bid form with any sealed bid submitted.

The contractor awarded the contracts specified herein shall not subcontract any portion of the work authorized in any contract without the express, written consent of the Board of Supervisors of Neshoba County, Mississippi.

The recipient of the contract for services advertised will be made from the lowest and best bid received. The Board of Supervisors reserves the right to waive informalities and reject any and all bids or, alternatively, to reject all bids received.

Published by order of the Board of Supervisors of Neshoba County, Mississippi this the 17th day of August 2020.

/s/ GUY NOWELL
Guy Nowell, Clerk of the Board
Neshoba County Board of Supervisors
Neshoba County, Mississippi

Publication Dates: August 26th and September 2nd, 2020.

STATE OF MISSISSIPPI

COUNTY OF NESHOBA

AGREEMENT FOR ANNUAL MAP MAINTENANCE

THIS DAY this agreement made and entered into by and between the Neshoba County Board of Supervisors hereinafter referred to as the "County" and [COMPANY NAME], hereinafter referred to as the "Contractor."

WITNESSETH:

That the Board of Supervisors received bids for annual map maintenance services on September 18, 2020 and [COMPANY NAME] responded to said bid and was deemed the lowest and best bidder;

That Neshoba County is desirous of employing [COMPANY NAME] for providing certain mapping services, and [COMPANY NAME] is desirous of providing such services;

Now therefore, for and in consideration of the mutual terms, conditions and promises herein contained, [COMPANY NAME], does hereby agree to furnish said services according to the terms as follows:

SCOPE OF WORK

All work shall be performed in accordance with the specifications contained in the County's Request for Bids on September 18, 2020 and the bid response of [COMPANY NAME], both of which are attached and referred to as "Exhibit A".

PAYMENT AND TERMS

Total compensation for all annual map maintenance mapping services is \$_____. Compensation for the 2021 land roll is \$_____;
2022 land roll is \$_____; 2023 land roll is \$_____; and,
the 2024 land roll is \$_____. All work will be invoiced monthly based upon the percentage completed during the previous month less ten percent (10%) to be held as retainage until the successful completion of the project on an annual basis.

Total monthly compensation for online hosting of Neshoba County Ownership Maps is \$_____ per month.

STARTING AND COMPLETION DATES

Work shall begin as soon as practical after the execution of this contract and continue without interruption until completed on or before March 31st of each year.

LAWS TO BE OBSERVED

The Contractor shall be presumed to be familiar with all Federal, State and local laws, ordinances, codes and regulations which in any manner affects those engaged or employed in the work or in any way the conduct of the work. No pleas of misunderstanding or ignorance on the part of the Contractor shall in any way serve to modify or amend any of the provisions contained herein.

RESPONSIBILITY FOR DAMAGE CLAIMS

The Contractor and/or its insurance carrier shall indemnify and save harmless the County and all of its officers, agents and employees from any and all suits, actions or claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, firms, corporations or property, by or from the contractor or his employees. It is understood and agreed that the contractor shall be deemed in all respects and for all purposes as an "independent contractor." The contractor shall carry public liability insurance with limits of not less than \$1,000,000 and worker's compensation insurance which shall save harmless the property owner, Neshoba County, Neshoba County Tax Assessor and all county officials and other representatives from any claims, demands, actions and causes of action arising from any act, either intentional or negligent, or the omission of act or acts by the contractor, his agents and employees, in the performance of these specifications.

TERMINATION OF CONTRACT

1. This contract may be terminated by the County for the following reasons:
 - A. Failure of the Contractor to start work by the date specified.
 - B. Substantial evidence that the progress being made by the company is insufficient to complete the work within the specified time.
 - C. Quality and accuracy of workmanship of the work do not meet the standards of the Mississippi Department of Revenue.
 - D. Failure to maintain insurance required of this contract.

- E. Failure to perform the work pursuant to the laws of the State of Mississippi and/or the rules of the Mississippi Department of Revenue.
 - F. Delivery of false or misleading material information to the County or causing to be delivered to the County of false or misleading information.
2. The Contractor must be notified in writing by the County of the conditions which make default of the contract imminent. The Company will have ten (10) working days after this notice is provided to correct the conditions to the satisfaction of the County and/or Tax Assessor/Collector. In the event such conditions are not corrected, the County may declare the Contractor to be in default under the contract and notify the Contractor. In the event of such default, all work completed, work in progress, materials, appraisals, data, documents and supplies produced or acquired for use under this contract or any other part of the work shall be delivered to the County within ten (10) working days. The right is reserved for the County to account for the work, materials, documents and appraisals to the Contractor and to use the same to complete, or have completed by subsequent contractor, the project in accordance with the same standards or requirements, specifications and performance under which this contract was executed. When the work is thus finally completed, the total cost of the project will be computed by the County and paid by the Contractor and/or bonding company. If the total computed cost is more than the contract price contained in this agreement, the difference shall be paid by the Contractor and/or bonding company to the County or the substitute contractor. The Contractor shall be firmly bound by the terms hereof.

MISCELLANEOUS PROVISIONS

- 1. The Contractor waives all rights accorded under Section 31-5-15, Mississippi Code of 1972 Annotated, as amended.
- 2. This contract represents the entire agreement between the parties hereto and the same shall not be modified, except that the same shall be

evidenced by writing and executed by the parties. The terms, conditions, promises and covenants herein contained shall obligate and be binding upon and insure to the benefit of the heirs, legatees, devisees, beneficiaries, executors, administrators, personal representatives, corporate successors and successors in office of the parties hereto.

WITNESS THE EXECUTION HEREOF IN DUPLICATE ORIGINALS, any executed copy of which shall be deemed for all purposes as an original, on this the _____ day of _____, 2020.

NESHOBA COUNTY, MISSISSIPPI

BY: _____
KEVIN CUMBERLAND, PRESIDENT
BOARD OF SUPERVISORS
NESHOBA COUNTY, MISSISSIPPI

ATTEST:

GUY NOWELL, CLERK

(SEAL)

[COMPANY NAME HERE]

BY: _____
[NAME AND TITLE]
[ADDRESS]

ATTEST: [IF REQUIRED]

NAME AND TITLE

(SEAL)

STATE OF MISSISSIPPI
COUNTY OF NESHOPA

PERSONALLY APPREARED BEFORE ME, the undersigned authority in and for the jurisdiction aforesaid, the within named _____, the President of the Board of Supervisors of Neshoba County, Mississippi, who acknowledged that he signed, executed and delivered the above and foregoing Agreement for Annual Map Maintenance for and on behalf of Neshoba County, Mississippi, on the day and year therein set forth and for the purposes therein stated after being specifically authorized so to do by the Board of Supervisors of Neshoba County, Mississippi.

GIVEN UNDER MY HAND AND OFFICIAL SEAL OF OFFICE, this the _____ day of _____, 2020.

NOTARY PUBLIC

My Commission Expires:

STATE OF _____
COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority in and for the jurisdiction aforesaid, the within named _____ and _____, the President and Secretary, respectively, of _____, who acknowledged that they signed, executed and delivered the above and foregoing Agreement for Annual Map Maintenance as the act and deed of said corporation on the day and year therein set forth and for the purposes therein stated and that they have the authority so to do.

GIVEN UNDER MY HAND AND OFFICIAL SEAL OF OFFICE, this the _____ day of _____, 2020.

NOTARY PUBLIC

My Commission Expires:

Exhibit "A"

TECHNICAL SPECIFICATIONS

Annual map maintenance shall be priced to cover the four (4) one year periods. Maintenance shall include identifying all name changes as well as mapping all splits, changes caused by rights-of-way changes, municipality annexations, redistricting, parcel combinations / deletions, and errors in the existing mapping presented by taxpayers. Soil breakdowns on parcels receiving use valuation will also be provided. All digital mapping files will be updated and archived on an annual basis. All mapping data will be electronically transferred to update the AS400 landroll file. The successful bidder will be required to maintain adequate office space in Philadelphia, Mississippi for the purpose of housing all work data including aerial photography, ownership maps, map work cards, deeds and other required information to facilitate this contract. The office must be open during normal business hours in order to provide information to the general public. A reasonable fee for copying services will be paid by the public to the Contractor for requested information at no cost to the County. This fee must be acceptable and approved by the Board of Supervisors.

On-line hosting of Neshoba County Ownership mapping information will also be the responsibility of the Contractor selected. The display of this information shall be accomplished by hosting an on-line page for Neshoba County, Mississippi that will include as a minimum contact information for Neshoba County officials and a map viewer link. The map viewer must be accessible using standard browsers and include searches by PPIN, parcel number, owner name and address. The preferable map viewer will be ESRI ArcGIS based. The layers available must include as a minimum the cadastral information, major roads with labels and the newest aerial photography available. The viewer must include as a minimum the ability to zoom in and out, pan, measure, select, deselect and identify information associated with selected parcels. Upon selecting a specific parcel using the viewer the cadastral information must be provided that is associated with that parcel. The on-line hosting portion of this contract may be cancelled at any time during the contract period upon the County providing thirty (30) days notice to the selected Contractor as the needs of the County may change over the four (4) year contract period.

This contract is subject to the following:

1. All work performed will be under the direction and approval of the Neshoba County Tax Assessor / Collector.
2. The Contractor will be responsible for working all deeds, subdivision plats, new right-of-way plans and wills required for the 2021, 2022, 2023 and 2024 land rolls.
3. County will provide at no additional cost to the Contractor:
 - A. Copies of all required deeds, plats and other maintenance instruments; and,
 - B. Access to the IBM AS400 Computer System – This does not include any connectivity to the necessary systems, only access.
4. All work must meet or exceed the requirements of the Mississippi Department of Revenue, including, but not limited to the following:
 - A. Personnel involved in maintaining the maps shall be familiar with all cadastral mapping procedures and possess a minimum of ten (10) years experience; and,
 - B. The Contractor shall have completed a minimum of three (3) projects in Mississippi of similar scope and size. A detailed client list should be included with the bid.

5. At the conclusion of maintenance each year, the contractor will provide one (1) set of bound, half-scale maps; one (1) full-scale set of line only prints; one (1) full-scale set of composite prints (property lines and aerial photography; and, one (1) DVD of the mapping information in geodatabase format to the County at no additional cost.
6. The Contractor shall obtain, if not already in place, a liability insurance policy, authorized in the State of Mississippi, in an amount of no less than One Million Dollars (\$1,000,000) and, further, the Contractor shall provide liability insurance on and for its employees, both of which shall save harmless the property owner, Neshoba County, all County Officials and other representatives for any claims, demands and actions.
7. The Contractor must be readily available for questions from County personnel and able to have a location in Philadelphia, Mississippi to assist in delivering assistance to County personnel or the general public of Neshoba County.

NESHOBA COUNTY BID FORM

Annual Map Maintenance Bid Date: September 18, 2020 Bid Time: 12:00 PM

We are pleased to submit the following bid for:

Name of Bidder: _____

Address of Bidder: _____

(A) Parcel Mapping Services for Neshoba County, Mississippi

January 1, 2021 Period - \$ _____

January 1, 2022 Period - \$ _____

January 1, 2023 Period - \$ _____

January 1, 2024 Period - \$ _____

Total Bid for all four (4) one year periods is - \$ _____

(B) Online Hosting of Neshoba County Ownership Maps.

Price per month - \$ _____

BID IS: _____ as per specifications, taking no exceptions.

_____ taking only those specifications exceptions listed by letter attached and referenced to page numbers specified (no alternate bids accepted).

The undersigned bidder agrees that the signature submission of this bid represents the bidder's acceptance of all terms, conditions, and requirements of bid specifications and contract requirements, if awarded, the bid and subsequent contract will represent the agreement between the parties.

SIGNED: (sign manually, in ink) _____

NAME PRINTED: _____ TITLE: _____