

JAN 16 2018

SHERRY MURRAY
COUNTY CLERK

180025

SA&I 1-4040 (2000)

Canadian _____ County, Oklahoma
COUNTY PURCHASING OFFICE
Canadian _____ County Court House
El Reno _____, Oklahoma
Phone: (405) 295-6125

INVITATION TO BID

PLEASE REVIEW TERMS AND CONDITIONS ON REVERSE
SIDE RELATING TO SUBMISSION OF THIS BID.
Notarized Affidavit completions and signature required on reverse side.

DATE ISSUED January 16, 2018
Page 1 of 2

BID NUMBER #2018-#16	Digital Data Creation-Collection / County Assessor	BID CLOSING DATE AND HOUR February 2, 2018 @ 4:00pm	REQUIRED DELIVERY DATE SEE SPECIFICATIONS _____ Days after award of Purchase Order
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TERMS Net, FOB this bid will open February 5, 2018 at 9:30am	DATE OF DELIVERY: SEE SPECIFICATIONS
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ITEM	QUANTITY	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	TOTAL
1 or more			<p>Canadian County Assessor is seeking bids for Digital Data Creation/Collection.</p> <p>See Specifications attached.</p> <p>The Board of Canadian County Commissioners reserves the right to reject any and all bids or to award all or any portion of the items bid. All data will be considered in the awarding of the bid including the delivery time.</p> <p><u>The terms & conditions of this document must be completed and returned or the bid will be rejected.</u></p> <p>Contact person: Joel Foster, GIS Coordinator 200 N Choctaw El Reno, OK 73036 (405) 295-6052</p>		<p>\$ _____</p> <p>Total</p>

APPROVED

Date: 1-12-18

Matt Washburn
Officer or Department Head

TERMS AND CONDITIONS

1. Sealed bids will be opened in the Commissioner's Conference Room, Canadian County Courthouse, 201 N. Choctaw Avenue, El Reno, 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 Canadian 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 03/05/2018
(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 discussions 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 _____

(SEAL)
Firm: _____

My commission expires _____

Signed by: _____ Title: _____
(Manual Signature of Undersigned)

NOTARY PUBLIC (CLERK OR JUDGE)

Address: _____ Phone: _____

City: _____ State: _____

Zip: _____

Please mail sealed bids to:
Canadian County Clerk's Office
Attn: Purchasing
PO Box 458
El Reno, OK 73036

Street Address:
201 N Choctaw Avenue
El Reno, OK 73036



Date Issued: January 16, 2018

Bid Number: **2018-#16**

Closing Date: February 2, 2018 at 4:00pm

PO Box 458, 201 N. Choctaw Ave., El Reno, OK 73036

Opening Date: February 5, 2018 at 9:30am

Commissioner's Meeting Room, 201 N. Choctaw Ave., El Reno, OK 73036

~ SPECIFICATIONS ~

Digital Data Creation-Collection / County Assessor

Canadian County Assessor is seeking bids for Digital Data Creation-Collection.

SEE ATTACHED SPECS

For Information Contact:

Joel Foster, GIS Coordinator

Phone: (405) 295-6052

Hours: Monday – Friday 8:00am to 4:30pm

Address: 100 S. Rock Island, El Reno, OK 73036

If you have any questions or need additional information, please contact:

Kim Kaes, Assistant Purchasing Agent, 405.295.6133

kkaes@okcana.cogov.net

Bid Request Amending Bid 2018-#08 Digital Data Creation-Collection

The Canadian County Assessor's Office is re-issuing Bid 2018-#08 with amended parameters in order to reduce the cost of submitted bids. A list of acceptable methods for reducing cost is outlined in this document. There are also changes to the main body of the proposal that will be marked as shown below. These changes are designed only to give firms more information or to streamline the process for this new request for bids. Firms that previously submitted bids for Bid 2018-#08 may re-submit those bids with or without any changes they feel are necessary to meet the amended parameters of this request for bids. Firms may add cost reduction strategies to their bid as alternative plans with a brief explanation of how the alternative plan differs from the "full" plan and how the alternative cost was calculated.

Acceptable Cost Reduction Strategies

Firms should assume a complete re-draw within the ESRI Parcel Fabric and make changes from that point to reduce the cost. It is the goal of the Canadian County Assessor's Office to have the most accurate dataset possible in terms of COGO attributes, topology, and placement of parcels once this project is completed so any cost reduction strategies should aim to conserve accurate data construction methods first. The following list contains strategies that would be acceptable and an estimate of the number of parcels that fall into the category; however, this is not an exhaustive list.

- Canadian County will research all parcels where there is no recorded instrument on file of where the latest recorded instrument on file in the CAMA system is older than 1993 and supply the selected firm with a book and page that can be quickly located in the scanned County Clerk's documents prior to 1993. All other recorded instruments can be found quickly through the County Clerk's website by book and page
- Reduction in Number of Parcels Created by firm: Canadian County staff will create some of the data at a point during the course of the project to be determined during Stage 1. Firms should plan to provide at least some training for the scenarios below before the work would take place. Quality control standards set during Stage 1 will apply to data created by county staff and the firm should plan to at least assist the county in quality assurance/control as they create data. The Stage 7 Warranty period will not apply to any data created by county staff.
 1. All parcels with PLSS or aliquot descriptions
 - Approximately 3,500 parcels
 2. Selected firm will create subdivision outlines but county staff will complete lots, public right-of-ways, tax parcels, etc. for any plat filed in the following years
 - 2011: 9 filed plats, 514 parcels
 - 2012: 12 filed plats, 635 parcels
 - 2013: 27 filed plats, 1,050 parcels
 - 2014: 29 filed plats, 1,172 parcels
 - 2015: 38 filed plats, 2,295 parcels
 - 2016: 36 filed plats, 1,697 parcels
 - 2017: 22 filed plats, 1,178 parcels
 3. All parcels within selected townships starting with those townships with the fewest parcels

Mark-ups to Main Body of Request

A few changes have been made to the main body of this request. Changes were made to streamline the submission process and give firms extra data to help ensure accurate pricing. The main objectives of the project and request are the same as the original request. To help highlight changes, they are marked as follows:

- Additions are marked in red underlined text (example)
- Deletions are marked with red strikethrough text (~~example~~)

A. Introduction

Canadian County is seeking fixed-cost bids from qualified firms to construct a county-wide cadastral map within the framework of the ESRI Local Government Information Model enabled Parcel Fabric for property taxation purposes. The key goal for the project is creating new parcel data from source documents within the Parcel Fabric as well as training on specific Parcel Fabric components and functions. Primary drivers for this project include:

- Replacement of hand-drawn Mylar maps with digital maps
- Implementation of fully electronic processes for editing cadastral data
- Eliminate duplication of work currently present in editing both GIS data and Mylar maps
- Increased usability of cadastral data with ESRI off-the-shelf solutions

The re-drawing project must meet the following goals:

- All Public Land Survey System data must be present within the Parcel Fabric created within this project
- All original government lots must be created from source plats and anchored to the PLSS data
- All parcel data & subdivision data must be drawn from source data within the Parcel Fabric
- All parcel data and subdivision data must be anchored correctly to the PLSS data
- All parcel lines should have correct dimensions within the attributes where required
- Converted parcel data and subdivision data should have correct topology
- Project should be complete, except for training and the warranty period, ideally within 2 years

B. Additional Terms and Conditions

- Nothing in this request for bids is intended to be, nor should be construed as, an offer of engagement until and unless a contract is fully executed
- Canadian County reserves the right to reject any or all bid responses with or without cause, request additional information from respondents, and/or cancel this request for bids at any time
- A respondent may submit an amended proposal before the closing date of this request for bids. Any amended bid must completely replace the original proposal and should be identified as a replacement
- Any cost incurred by the respondent in the preparation or transmittal shall be the sole responsibility of the respondent
- This request for bids does not obligate Canadian County to purchase services or products until a contract is fully executed
- This request for bids and any resulting contract shall be governed by the laws of the State of Oklahoma
- Canadian County is a tax-exempt entity and should not be charged federal, state or local taxes. Proof of tax-exempt status can be provided upon request
- Canadian County can provide examples of available data described in the following sections upon request; however, all example data provided shall remain the property of Canadian County and must be held in confidence by the respondent. Any example data provided by Canadian County that is not otherwise publicly available may only be used for the purpose of preparing a proposal in response to this request.

C. Proposal Evaluation

Submitted bids will be reviewed using the following criteria as a guide to determine which, if any, bid will best meet the needs outlined in this request:

1. Effectiveness of the proposal in filling the needs outlined in this request
2. Experience and qualifications of the submitting firm in completing project similar to this request
3. Estimated length of time to completion of the project
4. Overall cost of proposal

Canadian County may request clarification on items within any submitted bid during the evaluation period.

D. Background

The geographic information system for Canadian County is primarily developed and maintained by the Assessor's Office. Two major datasets are maintained by the County; cadastral data, and 9-1-1 data including road centerlines and address points. There are several smaller datasets maintained by the county including school districts, city limits, tax areas, personal property location points, etc. This project will focus on cadastral data only.

Canadian County currently maintains two systems of cadastral maps, a digital geographic information system parcel dataset and a set of approximately 1,700 Mylar maps maintained by hand. Most of the Mylar maps are produced at a scale of 1 inch to 200 feet with each map representing a full, "ideal", Public Land Survey System quarter section that is exactly 2,640 ft square but do not reflect the actual shape and size of the quarter section. They are drawn from original recorded dimensions and bearings with adjustments performed at the discretion of the drafter as needed. Not all quarter sections have a corresponding Mylar map. The Mylar maps remain the official cadastral maps for the county primarily because they contain annotation on the recorded dimensions for each parcel. Replacing these maps and the hand-drafting process with an electronic process for drafting and map creation is the primary driver for the transition to the Parcel Fabric. Of particular interest is the ability within the Parcel Fabric to save recorded dimensions for labeling or annotation. It is essential that data created within the Parcel Fabric must reflect the recorded dimensions as found in the source documentation. Additionally, correct line point placement will be essential to maintain topology along individual parcel lines without breaking them into multiple segments.

GIS Data

A county-wide GIS parcel dataset was completed in 2013 and has been maintained since that time. The dataset is stored as simple polygons in an ESRI workgroup level multi-editor geodatabase stored in Microsoft SQL Server Express 2016. There are five primary polygon feature classes representing parcels, subdivision lots, subdivision blocks, subdivision outlines, and original government lots. There are also separate PLSS feature classes for quarter sections, sections, and townships stored in ESRI File Geodatabases since they are not often edited. All parcel data was created from original recorded sources but the accuracy of those parcels varies from location to location. As with the Mylar maps, adjustments made due to conflicting surveys, deeds, etc. were made at the discretion of the editor. There are areas that have curve segment densification but it is unknown how much of the curve data in the existing polygons has this problem. Aerial photography is not currently collected by the County.

Parcel Fabric Data

A pilot project was initiated by the County to evaluate the ESRI Parcel Fabric. Approximately 18,000 parcels have been created within the Parcel Fabric framework mostly in Township 11 North, Range 5 West. All new subdivisions have been created in the Parcel Fabric since the beginning of this project. Most of these parcels were created with original source records and can serve as a template for the construction procedures and standards for this project. ~~It is expected that this dataset can either serve as the base for this project or can be incorporated into the new dataset with minor adjustments to make it match the PLSS grid. This data may be incorporated in the new Parcel Fabric with adjustments made to match the PLSS grid but it must meet the same quality control parameters as the rest of the data created during this project. The Stage 7 warranty period will not apply to this data if it is included.~~

Public Land Survey System Data

A project was recently completed to improve the accuracy of the Public Land Survey System grid used to anchor parcel data through a local engineering and surveying firm. For each section or quarter section corner, Certified Corner Records filed with the State of Oklahoma were searched to find those records that contained state plane coordinates. Not all corners have coordinates as it is not required in Oklahoma. Those corners that do have coordinates were adjusted to match the recorded coordinates. As a result, many areas within the current parcel dataset and the data completed in the County Parcel Fabric pilot project do not match the PLSS grid and will have to be adjusted as they are created or transferred to the new Parcel Fabric.

Landmark Computer Assisted Mass Appraisal System

Assessment data for the county is stored within the Landmark computer assisted mass appraisal system. Landmark is used only in counties in Oklahoma and will probably not be familiar to firms located outside of Oklahoma. All appraisal data is stored within Landmark ~~as well as dimensions for some of the parcels that are described with metes and bounds legal descriptions. These dimensions are stored in a large text field in Landmark with other data included and these "taxing legal descriptions" do not contain bearings, only general directions.~~ The account number assigned by Landmark for each parcel serves as the unique ID in both Landmark and the GIS data. The county does maintain a parcel ID number but the number is not unique for all parcels. There are currently approximately 66,200 active parcels in the Landmark system. Most of those parcels have a corresponding polygon in the GIS parcel dataset. There are some parcels within the GIS dataset that do not have a corresponding record in Landmark mostly along the right-of-way for Interstate 40 as well as a few parcels with poor or ambiguous legal descriptions.

Legal descriptions in Landmark follow a variety of patterns. There are no bearings listed in the descriptions within Landmark so most metes and bounds descriptions may will need further research to find the latest recorded document that gives an acceptable legal description for the parcel. Some descriptions will not require additional research and can be drawn from the information provided solely in Landmark. Care should be taken to find parcels whose descriptions have been created by the Assessor's Office to divide parcels that are not described in recorded documents as being divided. This is most often done when un-platted parcels cross quarter section lines, contain portions both inside and outside of a plat, or when platted or un-platted parcels cross school district boundaries. Descriptions can be broken down into the following types:

- Descriptions Requiring No Additional Research
 - Subdivision Lot and Block
 - Descriptions within subdivisions that include that entirety of a lot or multiple lots
 - Subdivision Lot and Block Division by Footage
 - Descriptions that take only the portion of a subdivision lot without any new bearings such as the East 20' of Lot 1 or the W/2 (West ½) of Lot 5

- Aliquot or PLSS descriptions
 - Any description that is a valid division of a PLSS Section, any description of a whole original government lot, or footage and acreage descriptions such as the W 155' of the NE/4 or the E 20 acres of the N/2 of the NE/4
- Descriptions Requiring Additional Research
 - Metes and Bounds Descriptions
 - These descriptions have distances listed but no bearings. Further research may find that there are no bearing listed on recorded instruments either, only general directions, but there is no way to know for sure without looking at the recorded instrument
 - “A” Number Descriptions
 - “A” numbers are generally assigned in the order that un-platted parcels are created by divisions and serve only as a convenient way to identify parcels. Some descriptions contain only the “A” number and should be considered metes and bounds parcels that will require a recorded instrument to get the full legal description
 - Acreage Descriptions
 - Parcels that are described as a number of acres divided out of a larger parcel that is not otherwise a valid PLSS description or is unclear will require more research. These parcels may be described this way in recorded instruments but others may be divisions of larger descriptions created by the Assessor’s Office most often to account for school district boundary descriptions
 - Subdivision Lot and Block Divisions by Metes and Bounds
 - These descriptions are divisions of subdivision lots that use different bearings from the lines that make up the lot or lots affected by the division

Available Datasets

There are several data sources listed below that can be made available to the selected firm for this project:

1. All related GIS data
2. Electronic scans of all Mylar maps
 - a. Individual maps can also be downloaded at <http://www.canadiancounty.org/documentcenter>
 - i. Maps are in Assessor/Tax Assessment Maps organized by Township
3. All certified corner records used to create the PLSS grid
4. Highway plans from the Oklahoma Department of Transportation
5. Access to the County Clerk’s website for all recorded documents filed since 1993
6. Electronic scans of all recorded documents up to 1993
7. Electronic scans of all County Clerk tract indexes listing recorded documents by section or recorded addition
8. Electronic scans of all recorded plats
9. Electronic scans of all changes to school district boundaries back to the 1940’s
10. All original government plats downloaded from the Bureau of Land Management website
11. Access to the Landmark computer assisted mass appraisal (CAMA) system or data extracted from Landmark

Examples of each of these can be provided on request.

E. Scope of Work

The primary goal of this project is to construct parcel data within the ESRI Parcel Fabric for the entire county from source documents with correct dimensions saved within the data as well as correct topology.

During the construction process, parcels will be adjusted to match new PLSS collected in the project previously described. The project will be divided into seven stages listed below:

- Stage 1: Project Planning
- Stage 2: PLSS Transfer and Government Lot Construction Pilot Project
- Stage 3: Government Lot Construction
- Stage 4: Parcel Construction Pilot Project
- Stage 5: Parcel Construction
- Stage 6: Training
- Stage 7: Warranty Period

At the conclusion of each stage, the selected firm and the County will review the work done to ensure that the stage has been completed satisfactorily. The selected firm must get approval from the County before continuing to the next stage.

Stage 1: Project Planning

A project plan will be created by the selected firm in collaboration with Canadian County Assessor's Office staff to determine specific processes, schedules, data requirements, etc. for the remaining stages. During the planning process, the selected firm and the County will review the County's data to determine what data will be needed and how best to transfer and/or access that data for the construction project. The selected firm will be expected to rely on their expertise on the ESRI Parcel Fabric and industry standards to design a plan for completing that project that will maximize functionality for the needs of the County. Details for each stage are provided in the following sections as well as basic requirements. It is expected that these requirements will be further defined, added to, or possibly changed during Stage 1. Further details for each stage are provided in the following sections and will be included during the planning process. The project plan will include but is not limited to:

Overall:

- Project team and contact information
- Detailed project schedule
- Specific project goals not previously defined
- Project deliverables
- Project management planning

Stage 2 & 3:

- Parcel Fabric Geodatabase setup
- Necessary resources and provider of those resources
- Evaluation of current data
- Deliverable data
- Data conversion and/or reconstruction process
- Data Attribution
- Quality control/assurance procedures
- Stage completion requirements and milestones

Stage 4 & 5:

- Necessary resources and provider of those resources
- Evaluation of current data
- Deliverable data
- Data conversion and/or reconstruction process
- Data Attribution

- Quality control/assurance procedures
- Parcel maintenance during the project
- Transition planning
- Stage completion requirements and milestones
- Post-project maintenance practices

Stage 6:

- Specific training topics
- Training schedule

Stage 7:

- Customer service processes

Stage 2: PLSS Transfer and Government Lot Construction Pilot Project

Before beginning the main parcel construction process, all Public Land Survey System data needs to be in place within the Parcel Fabric including the construction of original government lots as shown (as close as possible) on the original plats and subsequent plats to provide an anchor point for all subsequent data.

During this stage, the ESRI geodatabase and Parcel Fabric where the remainder of the project work will reside must be created according to the project plan created in Stage 1. ~~It is expected that~~ PLSS data can be created within the Parcel Fabric or directly converted to the Parcel Fabric from existing datasets. After transferring the PLSS data, the selected firm will construct all government lots within one Township containing a portion of one of the two rivers surveyed on the original government surveys within Canadian County. At the conclusion of the pilot project, the selected firm will create a report of the effectiveness of the construction process, problems encountered in the process, and any recommendations for changes to the project plan for Stage 3. The selected firm will then work with County employees to adjust plans as needed based on the findings of the pilot project.

Stage 3: Government Lot Construction

After successful completion of the government lot construction pilot project, the selected firm will proceed with construction of all government lots within Canadian County as well as those lying in Grady County that are part of the meanders surveyed along the South Canadian River on the original government surveys and all subsequent government surveys.

At the completion of the construction project, the selected firm will meet with County employees to evaluate the completed work according to the plan laid out in Stage 1 and modified from Stage 2.

Stage 4: Pilot Project:

A pilot project consisting of the construction of all active parcels within two PLSS sections will be performed prior to the main construction to evaluate the effectiveness of the conversion process formed in Stage 1 in accomplishing the set goals on the project. The sections selected will have known problems with source data so that processes can be tested against the worst case scenarios and lowest quality data. The sections selected will not be contiguous.

At the conclusion of the pilot project, the selected firm will create a report of the effectiveness of the construction process, problems encountered in the process, and any recommendations for changes to the project plan for Stage 5. The selected firm will work with County employees to adjust plans as needed based on the findings of the pilot project.

Stage 5: Parcel Construction:

The selected firm will begin the construction of parcel data after successful completion of Stage 2 using the procedures outlined in Stage 1 with changes identified during the parcel construction pilot project. The selected firm will meet with County employees on a regular basis to discuss the progress of the construction, the quality of the constructed data, and any changes to the project plan that may not have been identified in the parcel construction pilot project that may be required. County staff will be available during regular business hours (Monday through Friday, 8:00 A.M. to 4:30 P.M.) to assist the staff of the selected firm with any questions that arise during the construction project.

~~There are areas within the current polygon data that are of a good enough quality that they could be directly converted to the parcel fabric. However, with the shift in PLSS corners, bearings may be shifted if the parcels were constructed based on the bearing of the section or quarter section line. The selected firm may convert data directly to the parcel fabric only after consulting Canadian County staff to determine whether an area was built to a high enough standard to support direct conversion. Any converted data will need to be checked to ensure that lines are represented correctly with no extra divisions and that line points are placed where needed.~~

While the construction project is underway, it is expected that parcel data will still be maintained using the current plain polygon layers. During Stage 1, a workflow will be created to track all parcel boundary changes (splits, combinations, and new subdivisions) from the beginning of the pilot construction project to the end of the main construction project and either incorporate them into the parcel fabric as it is being constructed or incorporated at the end of the project. Some parcel boundary changes may be saved for use as examples in the training stage.

Stage 6: Training

The selected firm will propose a training plan to train at least three County Assessor staff members in maintenance procedures for the ESRI Parcel Fabric. Training topics will be finalized in Stage 1 but should include:

- Merging Parcels
- Splitting Parcels
- Adjusting parcel boundaries
- Adjusting parcel point locations
- Maintaining control points
- Creating subdivisions
- Importing CAD data
- Adjusting the parcel fabric

Ideally, training should be conducting using actual County data for examples. As previously stated, some parcel boundary changes that are filed during the main construction project may be used as training examples. One County staff member has previous experience with the ESRI Parcel Fabric. All other staff members that will receive training have no prior experience with the Parcel Fabric but do have experience with ESRI software, particularly ArcMap. The training plan should be designed to accommodate employees with no prior experience with the Parcel Fabric.

As part of Stage 6, the selected firm will work with County staff to create a training outline that can be used to train any future employees. This outline will not be a comprehensive training program but rather a

brief detailing and outline of the topics that any future employees will need training in to be able to maintain the Parcel Fabric.

Stage 7: Warranty Period

The selected firm must provide a 90 day warranty period after satisfactorily completing Stage 6. During this time, the selected firm must be available to fix any errors found in the data created during the project and to provide additional training and support in the use of the Parcel Fabric on a limited basis.

F. Project Deliverables

The selected firm will be expected to produce several deliverables for each stage of the project. All deliverables from this project will be considered the property of Canadian County and may not include any restrictions on use by the County. The deliverables will be finalized during Stage 1 but should include:

- ESRI Parcel Fabric of all constructed data stored within an ESRI geodatabase
- Stage 1 planning documentation
- Stage 2 quality control reports
- Stage 2 process amendment recommendations
- Stage 3 quality control reports
- Stage 4 quality control reports
- Stage 4 process amendment recommendations
- Stage 5 quality control reports
- Stage 6 training session materials
- Stage 6 training outline and materials for future employees
- Stage 7 customer service processes

G. Submission Requirements

All submitted bids should contain one paper original and one paper copy. Firms may also include digital data stored on a portable storage device in addition to the paper copy. Bids must contain the following information and documents:

Canadian County Purchasing Office Documents

- Invitation to Bid with total proposed cost on the total line
- Terms and Conditions completed and notarized

Cover Letter

- A cover letter should be submitted with all bids containing contact information for the firm, a brief introduction of the firm, and an acceptance of the requirements of this request for bids. ~~The letter must be signed by an employee authorized to accept the requirements laid out in this request and will serve as confirmation of said acceptance.~~

Firm Details, Qualifications, and Experience

- Provide a statement of the qualifications and experience in providing services related to the scope of this request
- Give examples and details for previous projects completed by your firm that are similar to the project outlined in this request

- Provide details for the project team that would most likely perform the work for this request including the structure of that team, planned roles for each individual throughout the stages of the project, and any personal qualifications, resumes, or curriculum vitae you would like to include for those team members
- Provide information on any contractors, consultants, or third-party organizations not directly employed by your firm that may be utilized during this project
- Describe your firm's approach to customer service and how you plan to interact with the County during this project. For example, provide what you think would be the best interval for sending updates to the county on the progress of the main stages of the project, how questions or concerns would be handled from either party, etc.
- Provide a list of 3 references for customers for whom you have recently satisfactorily completed similar projects
- ~~Provide a list of 2 references for customers who have recently discontinued their business with your firm for similar projects~~

Project Approach

- Create a basic preliminary project plan based on the items listed in Stage 1 and your previous experience with similar projects
- Estimate the amount of time ~~to complete the project for both best and worst case scenarios for each stage of the project and the project as a whole~~
- Estimate the amount of time your firm will need to be on-site and which activities would most likely require on-site time
- Describe milestones you would most-likely use to track progress through each stage of the project
- Describe the project deliverables you anticipate for each stage of the project
- Describe your plan for incorporating parcel boundary changes that are recorded during stage 4 & 5

Parcel Construction Methodology

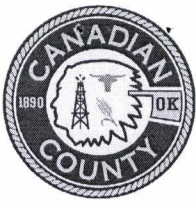
- Give a basic explanation of the overall process you would use for parcel data construction including how you would organize the parcels to be created, a typical workflow for creating unplatted parcels, and a typical workflow for creating subdivisions, etc.
- Describe your process for creating parcels or subdivisions with poor recorded legal descriptions
- Explain if and/or how you might determine if existing polygon data can be directly converted to the parcel fabric and what clean-up might be required on that converted data
- Provide details on any proprietary tools you might use, if any, throughout the Stage 2, 3, 4, or 5
- Explain your projected approach to creating government lots
- Provide information on any proprietary tools or tools other than those provided by ESRI that you might use during data construction

Fixed Price Proposal

Canadian County is seeking a fixed price proposal for the completion of the project outlined in this request. Please include the following information for your projected project cost:

- Itemized listing of all costs for labor including hourly rates and your projected number of hours to complete each stage
- Itemized listing for any equipment, software, or materials costs
- Itemized listing of all travel costs
- Include a complete explanation of the methods and assumptions you have used to arrive at your cost proposal

- Explain any circumstances you may have experienced with other clients that would lead to additional charges beyond your fixed price proposal



Date Issued: January 16, 2018
Bid Number: **2018-#16**
Closing Date: February 2, 2018 at 4:00pm
PO Box 458, 201 N. Choctaw Ave., El Reno, OK 73036
Opening Date: February 5, 2018 at 9:30am
Commissioner's Meeting Room, 201 N. Choctaw Ave., El Reno, OK 73036

~ AFFIDAVIT ~

Digital Data Creation-Collection / County Assessor

State of Oklahoma)
County of Canadian) §

I, Kim Kaes, Assistant Purchasing Agent, in and for said County and State, do hereby certify that "Invitations to Bid" were sent to the following:

Bid Clerk
projects@bidclerk.com

Bid News
projects@isqft.com

ePlan
4115 South Providence, Ste. 105
Columbia, MO 65203

Francis Tuttle Vo-Tech Center
Attn: Bid Assistant-Judy Robbins
12777 N. Rockwell
Oklahoma City, OK 73142

Online Data Services
3295 River Exchange Dr, Ste 213
Norcross, GA 30092

Pro-West & Associates, Inc.
8239 State 371 NW
Walker, MN 56484-2045

Sidwell Company
2570 Foxfield Rd, Ste 300
Saint Charles, IL 60174

Bruce Harris & Associates, Inc.
21 N. River St
Batavia, IL 60510

Geographic Technologies Group, Inc.
1202 Parkway Dr
Goldsboro, NC 27534

Highland Mapping, Inc.
395 Shawneehaw Ave
Banner Elk, NC 28604

Panda Consulting
10238 Hunt Club Ln
Palm Beach Gardens, FL 33418

NewEdge Services, LLC
9191 Kyser Way, Ste 103
Frisco, TX 75033

Midland GIS Solutions
501 North Market
Maryville, MO 64468

CEC
4555 W. Memorial Road
Oklahoma City, OK 73142

Martin Newby Consulting
2540 5 Avenue NW
Calgary, Alberta Canada T2N 0T5

Witness my hand and seal this 16th day of January, 2018.

Kim Kaes

Kim Kaes, Assistant Purchasing Agent
(SEAL)





**Canadian County
Purchasing**

BID CHECKLIST

Date Issued: January 16, 2018
Bid Number: **2018-#16**
Closing Date: February 2, 2018 at 4:00pm
PO Box 458, 201 N. Choctaw Ave., El Reno, OK 73036
Opening Date: February 5, 2018 at 9:30am
Commissioner's Meeting Room, 201 N. Choctaw Ave., El Reno, OK 73036

**TO HELP PREVENT BIDS FROM BEING REJECTED FOR LACK OF COMPLETION
PLEASE CHECK FOR THE FOLLOWING:**

Is the Invitation to Bid Signed and Notarized? _____

Are all applicable spaces filled in? _____

Are all necessary papers enclosed? _____

Is the Bid # and Closing Date on outside of return envelope? _____

Thank You,

Kim Kaes, Assistant Purchasing Agent