



PURCHASING DEPARTMENT

TWELVE EAST 4TH AVENUE, SUITE 106 • ROME, GEORGIA 30161
PHONE: 706.291.5118 • FAX: 706.290.6099 • www.rome-floyd.com

Date: 26 February 2016
To: To Whom It May Concern

Request for Quote: 16-0311 Digital Revaluation

Floyd County is requesting quotes for digital revaluation for the Floyd County Tax Assessors Office.

All quotes will be submitted on the attached quote sheet. Additional information may be submitted with quote. Quotes are to include all costs including shipping and delivery. Quotes submitted will be FOB Destination (Rome Ga. 30161).

Submissions must include a completed E-Verify Form (Contract Affidavit and Agreement). This form is provided in this RFQ. Companies that do not provide this will not be considered.

Quotes are due no later than **2pm, 11 Mar 2016**. Quotes may be submitted by Email, Fax, US Mail or hand delivered to this office. Fax 706 290-6099 – Email: Graye@floydcountyga.org
Quotes are to remain valid for a period of 30 days from the date of quote.

Questions regarding this RFQ will be faxed 706 290-6099 or Email: Graye@floydcountyga.org

Typically award notification will be by email. Tabulations will be posted to the Floyd County Website and the Georgia Procurement Registry in approximately 24hrs after the due date/time.

Payment Options, Invoicing, and Terms and Conditions

If payment is made by check, Floyd County will pay invoice(s) within 30 days of receipt of a valid invoice. Supplier may be required to send a current W-9 prior to have a Purchase Order issued. The Issued Purchase Order will serve to initiate the order when payment is going to be made by check. If payment is made by credit card this information will be provided at the time of order, however, the successful suppliers must agree that no charge will be run until such time as the products have shipped or the service has been provided. A paid receipt or paid invoice will be provided to the card bearer. Floyd County is Tax Exempt.

BOARD OF COMMISSIONERS
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EVERETT GRAY, CPPB, PURCHASING AGENT

Floyd County Georgia
RFQ 15-0311
DIGITAL REVALUATION

SCOPE OF WORK

Contractor would take our existing sketch files and overlay those sketches on existing aerial photography. Approximately 16000 files are involved. Once the sketch is in place, contractor will report back with any irregularities.

The following requirements are provided

1. Must have the ability to work with WinGAP sketch files
2. Must have the ability to work with WinGAP Accessory tables
3. Must have the ability to work according to a list of parcels that is predetermined by the Floyd County Board of Assessors
4. Must have the ability to isolate the sketch and rotate/manipulate it so that it corresponds to the aerial photo and be completely aligned
5. Must have the ability to reference any incorrect accessory building data
6. Must have the ability to flag any differences found in both the sketch file and the accessory file as well as assign a rank based on level of importance
7. Must have the ability to report back with findings on a weekly basis

SPECIAL TERMS AND CONDITIONS

This RFQ would be a 1 year agreement with fixed pricing with the option of two 1 year renewals provided both parties agree.

**Floyd County Georgia
RFQ 15-0311
DIGITAL REVALUATION
Due 2PM 11 March 2016**

QUOTE PAGE

We the undersigned, agree to provide the services for 1 year with the option of two 1 year renewals in accordance with the specifications, scope of work, terms and conditions issued for the same.

<u>Estimated Parcels</u>	<u>Pricing Per Parcel</u>	<u>Estimated Total Cost</u>
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16,000	_____	_____
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Soonest day to start project _____

BIDDER INFORMATION

Contact Person: _____

Telephone Number(s): P _____ F _____ C _____

Email Address _____

Company Name _____

Billing Address _____

Signature _____ Date _____

SUBMISSION REQUIREMENTS

- **This Quote Sheet**
- **Current W-9**
- **Contract Affidavit (AKA E-Verify)**

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Floyd County Georgia has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Address of Contractor

Name of Project

FLOYD COUNTY GEORGIA

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____ in 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires: _____ (Notary Seal or Stamp Required)