

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

Notice is hereby given that the NESHOBA COUNTY BOARD OF SUPERVISORS will receive electronic bids at [www.neshobacounty.net](http://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 12<sup>th</sup> day of August 2024, 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, 2025; January 1, 2026; January 1, 2027; and January 1, 2028.
- (B) Online hosting of Neshoba County Ownership Maps.
- (C) Tasks Associated with Acquisition of New Orthophotography.

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, 2025; July 1, 2026; July 1, 2027; and July 1, 2028, 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](http://www.neshobacounty.net).

The contract awarded will be performed under the direction and supervision of Honorable Mike Lewis, 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 single file 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 1<sup>st</sup> day of July 2024.

/s/ GIDGET STOVALL TATE  
GIDGET STOVALL TATE, Clerk of the Board  
Neshoba County Board of Supervisors  
Neshoba County, Mississippi

Publication Dates: July 17<sup>th</sup> and July 24<sup>th</sup>, 2024.

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 [INSERT COMPANY NAME] hereinafter referred to as the "Contractor."

WITNESSETH:

That the Board of Supervisors received bids for annual map maintenance services on August 12, 2024 and [INSERT COMPANY NAME] responded to said bid and was deemed the lowest and best bidder;

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

Now therefore, for and in consideration of the mutual terms, conditions and promises herein contained, [INSERT 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 August 12, 2024 and the bid response of [INSERT 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 2025 land roll is \$\_\_\_\_\_;  
2026 land roll is \$\_\_\_\_\_; 2027 land roll is \$\_\_\_\_\_; and,  
the 2028 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.

Total compensation for tasks associated with the acquisition of new orthophotography is \$\_\_\_\_\_.

#### 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 June 15<sup>th</sup> 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 3<sup>rd</sup> day of September, 2024.

NESHOBA COUNTY, MISSISSIPPI

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

ATTEST:

\_\_\_\_\_  
GIDGET STOVALL TATE, CLERK

(SEAL)

[COMPANY NAME]

BY: \_\_\_\_\_  
[NAME AND TITLE]

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 KEVIN CUMBERLAND, 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 3<sup>rd</sup> day of September, 2024.

\_\_\_\_\_  
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 \_\_\_\_\_ who acknowledged that he/she 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 \_\_\_\_\_, 2024.

\_\_\_\_\_  
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.

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, the newest aerial photography available, special flood hazard areas, and various districts. 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 Scope of Work:

Annual Map Maintenance:

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 probated wills required for the 2025, 2026, 2027 and 2028 land rolls. This will include identifying all name changes as well as mapping all splits, changes caused by right-of-way changes, municipal annexations, redistricting, parcel combinations/deletions, and errors in the existing mapping presented by the County or taxpayers.
3. Utilizing the existing AutoCad drawing files for all maps, the files will be updated adhering to the Mississippi Department of Revenue specifications for all mapping work. Database links will be maintained in a manner consisted with all other existing links. The existing layer structure shall also be maintained. The AutoCad files will be converted to ArcGIS for land use calculations, updating the web data, reconciliation and presentation to the County.



4. Prepare and deliver to the Tax Assessor's office an electronically generated change form identifying the type of change and other pertinent mapping data including owner's name, address, deed date and reference and legal description. Maintenance changes to the land roll will be electronically updated to the AS400 Delta Computer System using Delta's upload program.
5. Create sales letters formatted for window envelopes in PDF format.
6. Map changes involving parcels values on an agricultural use basis will be re-calculated to reflect new soil productivity and land use acreages. The acreage breakdowns will be uploaded to the appraisal database using Delta's upload program.
7. Work will be delivered periodically as completed with an overall completion date of June 15<sup>th</sup> of each tax year during the four (4) year contract as required by the Mississippi Department of Revenue.
8. All digital mapping files and land use files will be updated and archived on an annual basis.
9. County will provide at no additional cost to the Contractor:
  - A. Digital copies of all required deeds, plats and other maintenance instruments plus indexing information; and,
  - B. Remote access to the IBM AS400 Computer System – This does not include connectivity to the necessary systems, only access. Company shall notify County of substantial cyber security incidents affecting the company no later than 48 hours of the incident. If Company believes that County could be affected by such incident, the notification shall be no later than 24 hours of the incident.
10. 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.
11. 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) USB Flash Drive of the mapping information in geodatabase format to the County at no additional cost.
12. The Contractor will deliver a digital deed log to the Mississippi Department of Revenue per specifications.
13. 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.
14. The Contractor must be readily available for questions from County personnel and able to have an office in Philadelphia, Mississippi to assist in delivering assistance to County personnel or the general public of Neshoba County.

## Tasks Associated with the Acquisition of New Orthophotography:

Neshoba County was one of 25 counties flown in January 2023 as part of the Mississippi Digital Earth Model (MDEM) Cadastral Framework Data Layer creation sponsored by the Mississippi Department of Environmental Quality (MDEQ). As part of this project the County received 6" countywide orthophotography in exchange for parcel data. Thus the need for the following described work:

1. Re-Cut Image Tiles. The orthophotography images were delivered in a tile scheme and format that does not match the layout of the existing maps. The 5000' x 5000' tiles will be recut with world files created to match the current map sheet layout. The new images will be inserted into each map file for tax map recreation. The new orthophotography can then be loaded into the County's digital map viewers.
2. Update Web Hosting Platform. The new orthophotography will be updated on the web server with two years of imagery on the website.
3. Provide Change Detection. The widely utilized change detection task will be utilized to determine changes in structures from previous to current photography. Through change detection, the tax assessor and appraisal staff will be able to see changes to determine whether field work is required. The Contractor will compare the last orthophotography flown to the new 2023 photography provided by MDEQ and collect changes for assessment purposes. The contractor will provide a spreadsheet listing of parcel numbers and structures that have differences such as additions, new structures, or removed structures. A GIS point data layer with type of change classified on each structure will be provided for the detected change. This data will be provided using a secure web based GIS viewer with all source data and resulting change detection results for office staff use. The data will also be loaded onto the Assessor's GPS enable tablet for field verification. (Cost will not include Tablet Hardware Cost)
4. Land Use. The Mississippi Department of Revenue requires that all parcels valued on an agricultural use basis be recalculated within two years of acquisition of new orthophotography. Land use (cultivable / uncultivable) will need to be delineated. The new digital soils maps available from NRCS will be imported into the data set and soils grouped according to productivity. Parcels valued on an agricultural use basis will be recalculated with the results being uploaded into the appraisal file on the AS400. Mississippi Assessment Evaluators (MAE) as required by MDOR will oversee calculations.

**NESHOPA COUNTY BID FORM**

**Annual Map Maintenance** Bid Date: August 12, 2024 Bid Time: 10:00 AM

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, 2025 Period - \$ \_\_\_\_\_

January 1, 2026 Period - \$ \_\_\_\_\_

January 1, 2027 Period - \$ \_\_\_\_\_

January 1, 2028 Period - \$ \_\_\_\_\_

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

(B) Online Hosting of Neshoba County Ownership Maps.

Price per month - \$ \_\_\_\_\_

(C) Tasks Associated with Acquisition of New Orthophotography

Re-Cutting of Image Tiles \$ \_\_\_\_\_

Updating Web Server \$ \_\_\_\_\_

Change Detection Task \$ \_\_\_\_\_

Land Use Update \$ \_\_\_\_\_

Total Bid for Orthophotography Tasks - \$ \_\_\_\_\_

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: \_\_\_\_\_