

**Town of Pittsfield
112 Somerset Avenue
Pittsfield, ME 04967**

REQUEST FOR QUOTATIONS – TAX MAP UPDATE

The Town of Pittsfield, Maine is seeking proposals to update the Town of Pittsfield Tax Maps. The project will consist of updating the tax map mylars with all revisions provided by the Town's Tax Assessor.

SPECIAL NOTICE TO VENDORS

1. To receive consideration, an original copy of the quotation page of the inquiry with the quotations filled in must be signed and returned within the stated period, by U.S. Mail, postage prepaid, by a parcel delivery service, or by hand delivery. Quotations will NOT be accepted by facsimile (FAX) transmission.
2. Quotations must be submitted in a sealed envelope plainly marked on the outside, "**Quotation- Tax Map Update,**" and shall be addressed to Kathryn Ruth, Town Manager, Town of Pittsfield, 112 Somerset Avenue, Pittsfield, Maine 04967.
3. All quotations must include a certificate of insurance providing proof that he/she/it is adequately covered by public liability/general liability insurance (\$400,000.00 minimum), automobile liability insurance (\$400,000.00 minimum) and workers' compensation insurance, if applicable.
4. All quotations must include a list of five (5) municipalities the Bidder has provided Tax Map Services for during the last three years to include the name of the Town, contact, e-mail address and phone number.
5. All quotations shall be received by 11:00 AM on Tuesday, July 25, 2023 at which time they will be opened publicly by the Town Manager or her designated representative. Vendors or their representatives are invited to be present at the opening.
6. The successful bidder will be responsible for compliance with all applicable Federal, State and local laws and codes.
7. The Pittsfield Town Council reserves the right to reject any or all quotations, to waive any technicality or formality in the quotations, and to accept any quotation which it may deem to be in the best interest of the Town.
8. The Tax Map Update must meet the following requirements listed below:
 - A. Include all of the Town Tax Assessor's revisions to the tax maps to be placed on the Town's mylars by the successful bidder;
 - B. Questions that the successful bidder has on the revisions shall be provided in writing to the Tax Assessor with a copy to the Town Manager.
 - C. Timeframe proposed for the project with the job to be completed before November 15, 2023.
 - D. Deliverables are (1) one set of updated Tax Map mylars; (2) two sets of updated full size paper tax maps; (3) one set of updated 11 X 17 paper tax maps; and (4) digital file of updated Tax Maps.
 - E. Warranty to be provided on the Bidder's quality and workmanship.

QUOTATION

BIDS MUST BE FIRM FOR 90 DAYS AFTER THE July 25, 2023 BID OPENING DEADLINE

QUOTATION FOR TAX MAP UPDATE: \$ _____

WARRANTY: _____

DATE BY WHICH THE PROJECT WILL BE COMPLETED: _____

NAME AND ADDRESS OF FIRM:

NAME OF AUTHORIZED PERSON: _____

E-MAIL ADDRESS: _____

SIGNATURE: _____

PHONE: _____

Should you have any questions regarding this quotation, please contact Kathryn Ruth, Town Manager at 207-487-3136 or townmanager@pittsfield.org