

Geographic Technologies Group

Bid Contact Brittany Taylor
btaylor@geotg.com
Ph 919-759-9214
Fax 919-759-0410

Address 1202 Parkway Drive
Goldsboro, NC 27534

Item #	Line Item	Notes	Unit Price	Qty/Unit	Atch. Docs
2017-016--01-01	Provide all services necessary to complete Task Order No. 1	Supplier Product Code:	First Offer - \$45,000.00	1 / fee	\$45,000.00 Y
2017-016--01-02	Hourly rate for Additional Task Orders	Supplier Product Code:	First Offer - \$110.00	1 / hour	\$110.00
Supplier Total					\$45,110.00

Geographic Technologies Group

Item: Provide all services necessary to complete Task Order No. 1

Attachments

Solicitation 2017-016 Data Conversion Services.pdf



City of Delray Beach Florida

DATA CONVERSION SERVICES

Solicitation 2017-016

December 15th, 2016 2:00 PM



GEOGRAPHIC TECHNOLOGIES GROUP®

Our team believes in the process of strategically planning and designing true enterprise, sustainable, and enduring GIS solutions that change the way local governments operate.

Planned and Designed Innovative, Award-Winning GIS Strategic Implementations

100+ Enterprise, Sustainable, & Enduring GIS Strategic Implementation Projects

Designed & Coordinated GIS Training, Education, & Knowledge Transfer Solutions

Experts in GIS for Local Government Successful GIS Collaboration Strategies

Outstanding Presentation Skills to Elected Officials & Stakeholders

Created Award-Winning Departmental Enterprise Solutions



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ArcGIS for
Local Government
Specialty

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Esri

• Special Achievement
in GIS (Unalaska, AK)

URISA

• Best Web GIS
• Best Public Sector GIS
(Guelph, ON, Canada)



1

“ ...we determined that not only did we require delivery of a properly designed GIS system, but also the training that would allow us to maintain that GIS into the future. GTG has delivered on both requirements. ”

-City of Roswell, Georgia

GEOGRAPHIC TECHNOLOGIES GROUP®

1202 PARKWAY DR, GOLDSBORO, NC 27534 • 888.757.4222 • WWW.GEOTG.COM



Letter of Intent

December 14th, 2016

Dear Selection Committee:

Geographic Technologies Group (GTG) understands that the City of Delray Beach is seeking a full-service local government GIS consultant to provide data conversion services to include: conversion of Sungard HTE data and AutoCAD stormwater data to Esri Geographic Information Systems (GIS).

GTG's vast experience with every facet of this project makes us a perfect choice for the City. GTG has worked with over two-hundred SunGard clients over the past decade. As the only approved GIS vendor for SunGard, GTG has helped many cities with the cleanup, normalization, and GIS enablement of LX data. Like Delray Beach, many SunGard users are moving to new solutions and need preservation of the LX data. We have done similar projects and have a unique understanding of HTE databases and how to preserve LX data. Additionally, GTG is a member of **Esri's Gold Partner Network** and an Esri Preferred Vendor for the Local Government Information Model and ArcGIS Online Platform. In the past five years GTG has earned Esri's Innovative Solutions Award, as well as several Esri Special Achievement in GIS (SAG) awards alongside our clients. We are confident that **our state, national, and international award winning GIS experience**, and our unique experience working with local government agencies, makes us the best choice for the City of Delray Beach.

We work with all departments in local government and have converted and rectified AutoCAD data for numerous clients. Our team of Geographic Information Systems Professionals (GISPs), are experts in data conversion, Esri's Local Government Information Model (LGIM), ArcGIS Online, ArcGIS Server, database design, systems integration, data collection, data migration, training and education, GIS project management, and developing detailed GIS technical documentation. We believe that our extensive work in Florida makes us a perfect partner for the City.

It is important to note that **local government GIS is all we do**. GIS is not a sub-discipline for our team. We don't get sidetracked by state and federal contracts or are relied upon to support internal engineering projects. We have worked for local government as employees and only work with local governments nationwide. We are the leading local government GIS consulting company in the United States. The entire GTG team would like to thank you for allowing us to propose on this project. Our expertise in GIS and local government services operations will provide the City of Delray Beach with the very best option. Should you have any questions during the review of the proposal, please call me at (919) 759-9214 ext.105 or directly on my mobile phone, (919) 344-2169.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Curt Hinton".

Curt Hinton, BA, MA, GISP – **Primary Representative for ITB Process**
President, Geographic Technologies Group
1202 Parkway Drive
Goldsboro, NC 27534
(919) 759-9214 ext. 105 | (919) 344-2169 cell | chinton@geotg.com

Bidder's Statement of Organization

i. Full legal name including any dba

Geographic Technologies Group

ii. Address, City, State, Zip

Florida Office:
2500 NW 39th Street
Gainesville, FL 32605

North Carolina Office (Headquarters):
1202 Parkway Drive
Goldsboro, NC 27534

Texas (Midwest) Office:
213 Fredonia Ste 210
Office #5
Longview, TX 75605

iii. Telephone number

(919) 759-9214

iv. Facsimile number

(919) 759-0410

v. E-mail address

chinton@geotg.com

vi. Website URL address

www.geotg.com

vii. Type of organization (e.g. corporation, partnership, LLC)

S-Type Corporation

viii. Federal Employer Identification Number (FEIN)

56-2038173

ix. Hours of operation

Monday – Friday
8am-5pm EST

x. Years in business

19 years



xi. Address of corporate headquarters**North Carolina Office (Headquarters):**

1202 Parkway Drive
Goldsboro, NC 27534

xii. Address of local office (if any)**Florida Office:**

2500 NW 39th Street
Gainesville, FL 32605

xiii. List of owners and/or partners and managers of the firm and their contact information (addresses and phone numbers)

Curtis Hinton, President
1202 Parkway Drive
Goldsboro, NC 27534
Office: (919) 759-9214 ext. 105
Cell: (919) 344-2169
Clinton@geotg.com

David Holdstock, CEO
1202 Parkway Drive
Goldsboro, NC 27534
Office: (919) 759-9214 ext. 106
Cell: (919) 222-1421
dholdstock@geotg.com

xiv. Any additional information that Bidder wishes to supply to augment its Bid.**Company History - Nineteen Years of Experience Providing GIS Services**

Since its inception in 1997, Geographic Technologies Group (GTG) has provided GIS implementation services to local government organizations throughout the country. GTG is a full-service GIS consulting company offering teamwork, cost-effective, practical GIS and IT solutions, technical support, and projects that prepare organizations for the information management challenges of the 21st century.

GTG has more than 20 professionals with extensive knowledge of and commitment to all aspects of the project. All project team members are employed by GTG and are qualified to perform all duties as specified in the Invitation to Bid (ITB).

GTG is not affiliated with a parent corporation and has no other corporate affiliations with any divisions or subsidiaries. All strategic, operational management and financial management duties are performed by GTG's two owners. Supporting GTG is a dedicated, professional accounting firm - Markham, Mitchell and Stroud, PLLC. All financials and monthly accounting and auditing practices are supervised by this reputable firm.

**GTG Corporate Office**

A Florida GIS Consulting Company

GTG's Florida office is in Gainesville. Our team of GIS experts is readily available to the City. We have or have had contracts with Lauderdale Lakes, Sunrise, Pembroke Pines, Davie, Boca Raton, Coral Springs, Boynton Beach, Lake Worth, and approximately 40 other cities and counties in Florida. Along with the City of Boynton Beach, our team won the Florida City and County Management Association Award for Innovative Technology.

Specialized Experience

GTG has assisted numerous local government organizations with development and implementation of GIS technology. GTG understands that to work successfully for local government it is important to have staff with relevant experience. Therefore, GTG has hired high-caliber GIS professionals that have been practicing GIS Coordinators in local government and utilities. This experience gives GTG intimate insight into how these organizations function and what must be accomplished to implement GIS technology successfully.

Scope of Services

TASK ORDER NO. 1: The Successful Bidder will provide all services necessary to convert all SunGard HTE data less than two years old and all active data, regardless of age. The Successful Bidder will also convert AutoCAD Mapped Stormwater data, labels and layers to Esri GIS datasets.

GTG is the leading authority on GIS conversion of SunGard HTE data. As the leading local government GIS consulting firm in North America, GTG has worked with over 200 current and former SunGard customers. As such, SunGard partnered with GTG to become their only GIS business partner. Additionally, a number of our key staff used to be GIS Coordinators at SunGard HTE client sites (Danville, VA and Wilson, NC). This has allowed us to have a deeper understanding of the HTE database and how to turn the data into meaningful GIS data.

Our team has assisted over 150 clients in converting their SunGard HTE data into GIS layers for both land management and public safety customers. Additionally, we have worked with over 50 customers on SunGard Land Management LX file cleanup. We are just completing an LX cleanup task now with the City of Blacksburg, Virginia. Our vast experience with preserving SunGard HTE data has no rival. In many cases, our team has a deeper understanding of this process than SunGard employees. This is because we are both experts in GIS and SunGard. Additionally, we have worked with a number of local government IT systems to include those from New World and Tyler Technologies.

GTG will follow the following process to accomplish **Task Order Number 1 Section i and Section ii:**

The Overall Workflow Process for Converting SunGard HTE Data

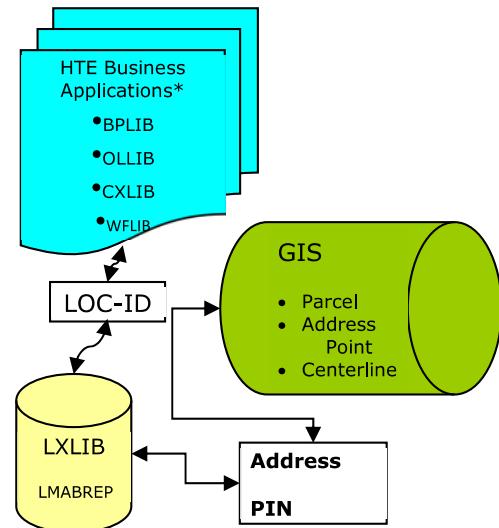
The process of creating comprehensive digital GIS layers from the LX Library entails several steps as follows:

Database Inspection

Working closely with Delray Beach staff, GTG will acquire the current HTE Land Management database. A custom extract application designed and developed by GTG will be used to perform the extraction. In addition, GTG will work with city staff to acquire all the necessary GIS layers in order to accomplish the project tasks. These data layers might include address points, street centerlines, parcels, and aerial photography.

SunGard HTE Database Relationships for GIS

- Land based applications utilize the LXLIB data structure for all location information. The key is to standardize the LXLIB in relationship to the GIS
- The LXLIB supports multiple address locations per parcel
- Need to extract LXLIB data into their appropriate GIS feature class



HTE and GIS Database Relationships

GTG will inspect the Land Management database to identify errors with the data that may prevent records from being matched correctly. Some of the problems that may be encountered include the following:

- Data that has been entered into the database incorrectly
- Apartment numbers in the street post qualifier or street pre qualifier fields
- Street post qualifier information in the apartment number field (SCHO in post qualifier and L in apartment – appears to be apartment L)
- Address Ranges (3500-3590 State Rd 84)
- Addresses with multiple units (3490 101st Street Bldg 5 Unit 1-6)

Street Number	Prefix	Street Name	Street Type	Post Qualifier	Apartment
8420		STATE RD 7		U-611	
8420		STATE RD 7		U-609	
8420		STATE RD 7		U-601	U-612
3504		OLD COUNTRY	MNR	U-325	328
3505		OLD COUNTRY	MNR	U-317	324
2985		PALM TRACE LANDINGS	DR	U310	
3506		OLD COUNTRY	MNR	U-308	316
3507		OLD COUNTRY	MNR	U-301	308
3508		OLD COUNTRY	MNR	U-213	220
204		EVERGREEN	PL	U204	
3508		OLD COUNTRY	MNR	U-125	132
3509		OLD COUNTRY	MNR	U-113	124
8480		STATE RD 7		U-101	103
3510		OLD COUNTRY	MNR	U-101	112
2945	SW	45	ST	TRAI	PUBLI
654		STIRLING	RD	SCHO	L

HTE Database Structure Example

Performing a database inspection allows GTG to accurately assess the current database state and identify ways to most efficiently map the records.



GIS Layer Generation

Once the LX records that need to be generated as GIS layers are extracted, the parcel-id or secondarily the cumulative physical address field in the database will be matched (also known as geocoded) against the appropriate attributed GIS layer. GTG will convert each of the following SunGard HTE datasets into separate GIS layers: Utility Billing, Water Meters, Planning and Zoning, Building Permits, Code Enforcement, and Business Licenses. Once the records are successfully geo-coded an GIS overlay will be performed with the parcel layer that contains the Palm Beach County Property Appraiser Data to ensure that each record has the latest Parcel-ID from the County. The resultant data can then be exported into a dataset that can be readily imported into Energov or Logos.



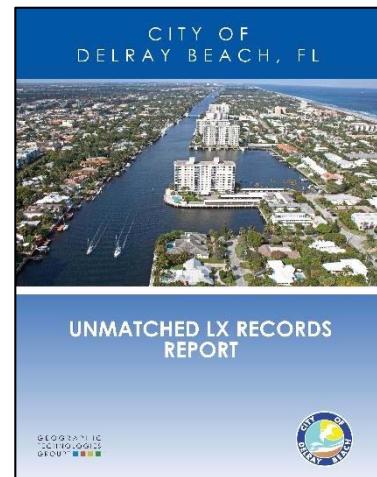
**Matched Records Will Be Delivered as Separate
GIS Layers with HTE Attribution Preserved**

Unmatched Record Report

Inevitably in any SunGard HTE LX conversion some records will not match. This can be due to a number of factors relating back to the quality of the data residing in the LX file. The following are some of the reasons data may not match:

- Address or PIN number is non-existent in the GIS
- Vanity Name is used instead of a valid address – i.e. Wal Mart
- Key fields are blank
 - I.E. 500 West Atlantic Avenue might be input as:
 - West Atlantic Avenue – no address
 - 500 Atlantic Avenue – no directional

GTG will provide the City of Delray Beach a file and report of unmatched records. This will allow the City over time to undertake cleanup of the data so that it can be preserved into the new systems.



Report Sample

Deliverables for Task Order 1 Section i. and Section ii:

- GIS layers derived from the SunGard LX file with appropriate Parcel ID for each record to include:
 - Utility Billing
 - Water Meters
 - Planning and Zoning
 - Building Permits
 - Code Enforcement
 - Business Licenses
- Unmatched Record Report – Digital and Hardcopy
- Onsite Review of Each Data Layer and Unmatched Records Report

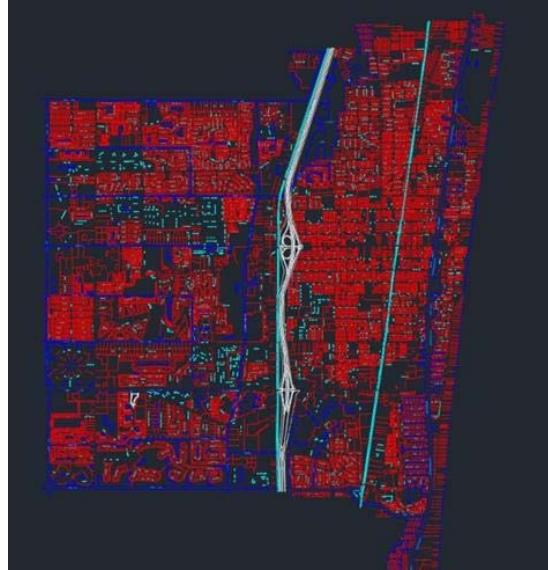
Cost: \$15,000



Task Order 1 Section iii.

GTG understands that the City has a need to convert AutoCAD mapped Stormwater data. The current Stormwater map data was created and is currently maintained in AutoCAD. Several years ago, tax maps were digitized into AutoCAD and the rights-of-way were utilized as background reference in the creation of utility maps like Stormwater. All the line work, symbols, and labels are "floating in space" (without a coordinate reference system) and do not include or utilize tabular data. Artistic license has been used in the development and maintenance of all mapped components.

It is important that all Stormwater data be converted to GIS and given a spatial reference. As such, GTG will convert AutoCAD mapped Stormwater data, labels, and layers to GIS datasets by:

**Current City Stormwater Data**

1. Creating a minimum of 14 Feature classes, as needed, to store a variety of vector and tabular data. Samples include inlets, catch basins, pump stations, manholes (regular, junction, conflict), pipes, outfalls, collars, headwalls, caps, weir boxes, GV (gate valve), XFILT (exfiltration trench), slotted drains, flumes, and CO (cleanouts).
2. Spatially rectifying Stormwater line work and symbols, and assigning a local CRS (coordinate reference system).
3. Assigning various attribute values within data tables to features previously represented by drafted text labels or layer management in AutoCAD. Existing layer scheme delineates ownership. Examples include City, County, Florida Department of Transportation (FDOT), Private, and Lake Worth Drainage District (LWDD).
4. Placing converted data into an ArcGIS File Geodatabase for delivery to the City.
5. Hand-editing features to best reflect their location relative to streets, buildings, etc.
 - a. The CAD layers will likely be rubber-sheeted or georectified and traced in the conversion. Thus, each feature will need to be manually edited/moved afterward or during the process to locations that best represent their physical location in the field. GTG will use available visual reference or site visits to enhance position locations in order to achieve a best mapped quality. The points mapped in the conversion process should match visible feature locations wherever possible when overlaid on Palm Beach County Digital Ortho Photos.
6. Developing "Annotation Feature Classes" to support end-product printing by the City at 400 scale. The creation of annotations for two printed end products are required. One 40+ page 11"x17" tiled, data driven page book and one large wall map approximately 72" x72". The City GIS Division will provide PDF files as needed that depict the expected labeling on printed end products and can be used as a guide for this work.

GTG will follow the following process to accomplish Task Order 1 Section iii:

Using the Citywide geodatabase GTG will convert the existing Stormwater CAD data into a GIS format. Each feature (point, line, or polygon) will be attributed according to the agreed upon design attributes. The process will include a conversion of the CAD files and building of GIS topology. AutoCAD annotation and information stored on hardcopy drawing will be used to populate the new GIS database. It is anticipated that this digital infrastructure task will need to be supplemented with field verification using GPS technology. The GPS level of effort will be determined after the conversion and evaluation of the digital data layers. GTG will be responsible for loading all digital data and supplying everything to the City in a complete geodatabase.



Stormwater System Example

The following tasks are based on the CAD data provided to GTG along with the ITB documents. Subsequent changes to the CAD data that may have occurred since then are not accounted for here. GTG proposes to perform the following tasks for the stormwater system:

Stormwater System Tasks:

1. Georeference CAD data
2. Convert all stormwater system CAD into GIS
3. Migrate data to Esri File Geodatabase
4. Ensure connectivity
5. Add basic attributes that exist in the CAD
6. Perform Quality Assurance

Deliverables

- File geodatabase with all stormwater data converted to GIS
 - Minimum of 14 feature classes, as needed
 - Spatially rectified Stormwater system in a local CRS
 - Feature classes populated with attribute values from text labels or layer management data in AutoCAD
 - Field verification as required following a successful conversion
 - Points mapped will match visible feature locations wherever possible when overlaid Palm Beach County Orthos.

Cost: \$30,000

Minimum Qualifications

A. Must be registered with the State of Florida, Division of Corporations to do business in Florida.
GTG is registered with the State of Florida. Please see provided license on page 12.

B. Must have been in the business for a minimum of 24 months prior to Due Date and Time.

Since its inception in 1997, Geographic Technologies Group (GTG) has provided full-service GIS consulting, practical GIS and IT solutions, technical support, and GIS implementation to local government organizations throughout the country. Please see the provided State of Florida business license on page 12.

C. Must have performed conversion of SunGard HTE data to Esri Geographic Information System (GIS) data for a minimum of two clients.

1. Town of Blacksburg, Virginia

Contact Name: Katherine Smith – GIS Coordinator
Phone Number: (540) 961-1834
Email Address: ksmith@blacksburg.gov
Date of Service: 2015 - present

2. City of Hoover, Alabama

Contact Name: Melinda James Lopez, Ph.D - Chief Financial & Information Officer
Phone Number: (205) 444-7612
Email Address: jamesm@ci.hoover.al.us
Date of Service: 2008-2009

3. City of Pearland, Texas

Contact Name: Mike Masters – GIS Manager
Phone Number: (281) 652-1693
Email Address: mmasters@pearlandtx.gov
Date of Service: 2002

D. Must have performed conversion of AutoCAD Stormwater data to Esri GIS data for a minimum of two clients.

1. Town of Windsor, California

Contact Name: Carl Euphrat - Sr. Civil Engineer
Phone Number: (707) 838-1195
Email Address: ceuphrat@Townofwindsor.com
Date of Service: 2012- current



2. City of Unalaska, Alaska

Contact Name: Erin Reinders – City Manager
Phone Number: (907) 581-1251 ext. 4103
Email Address: ereinders@ci.unalaska.ak.us
Date of Service: 2008 - current

E. Must have completed at least one project involving Public Safety GIS.

1. City of Roswell, Georgia

Contact Name: Kelly Hooper - Criminal Intelligence Analyst
Phone Number: (770) 640-4374
Email Address: khooper@roswellgov.com
Date of Service: 2015 - current

2. Whiteside County, Illinois

Contact Name: Karl Kovarik - Emergency Systems Coordinator
Phone Number: (815) 772-5262
Email Address: kkovarik@whiteside.org
Date of Service: 2006

3. Saint Mary's County, Maryland

Contact Name: Mark Stancliff – IT
Phone Number: (301) 475-4200 ext.1006
Email Address: mark.stancliff@stmarysmd.com
Date of Service: 2006 - present

F. Must have a servicing location within the U.S. or Canada in which Sungard HTE to Esri GIS, AutoCAD stormwater to Esri and public safety data conversions can be conducted.

Please see the servicing location statement provided on the following page.

G. Must not have any reported conflict of interests in relation to this ITB.

Geographic Technologies Group has no reported conflict of interests in relation to this ITB issued by the City of Delray Beach, Florida.



December 14th, 2016

Geographic Technologies Group (GTG) has three (3) servicing locations, all located within the United States of America:

North Carolina Office (Headquarters):

Geographic Technologies Group
1202 Parkway Drive
Goldsboro, NC 27534

Florida Office:

Geographic Technologies Group
2500 NW 39th Street
Gainesville, FL 32605

Texas (Midwest) Office:

Geographic Technologies Group
213 Fredonia Ste 210 Office #5
Longview, TX 75605

If awarded a contract with the City of Delray Beach, Florida, GTG will not offshore outsource any portion of the services required. All data conversion work referenced in this proposal will be completed in one of GTG's three locations listed above.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Curt Hinton".

Curt Hinton, BA, MA, GISP
President, Geographic Technologies Group
chinton@geotg.com



State of Florida

Department of State

I certify from the records of this office that GEOGRAPHIC TECHNOLOGIES GROUP, INC. is a North Carolina corporation authorized to transact business in the State of Florida, qualified on February 15, 2001.

The document number of this corporation is F01000000906.

I further certify that said corporation has paid all fees due this office through December 31, 2016, that its most recent annual report/uniform business report was filed on January 21, 2016, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twenty-first day of January,
2016*



Ken Detzner
Secretary of State

Tracking Number: CC8464548757

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

Form **W-9**(Rev. August 2013)
Department of the Treasury
Internal Revenue Service**Request for Taxpayer
Identification Number and Certification**Give Form to the
requester. Do not
send to the IRS.Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return) Geographic Technologies Group, Inc		Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
Business name/disregarded entity name, if different from above		
Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ► _____ <input type="checkbox"/> Other (see instructions) ► _____		
Address (number, street, and apt. or suite no.) 1202 Parkway Drive	Requester's name and address (optional) City of Delray Beach, FL	
City, state, and ZIP code Goldsboro, NC 27534		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

			-			-			
--	--	--	---	--	--	---	--	--	--

Employer identification number

5	6	-	2	0	3	8	1	7	3
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign
Here**Signature of
U.S. person ►Date ► **12/12/2016****General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

2

“ GTG has helped us take a major step in enabling a truly enterprise GIS Solution. GTG’s staff has an incredible understanding of system architecture, business processes and workflow, user requirements and data measurement, as well as multi-jurisdictional issues, GIS governance, data-sharing and total enterprise implementation. ”

-City of Hoover, Alabama

GEOGRAPHIC TECHNOLOGIES GROUP®

1202 PARKWAY DR, GOLDSBORO, NC 27534 • 888.757.4222 • WWW.GEOTG.COM

Form 1
Bid Submittal Signature Page

By signing this Bid, the Bidder certifies that it satisfies all legal requirements as an entity to do business with the City, including all Code of Ethics provisions.

Firm Name: Geographic Technologies Group

Street Address: 2500 NW 39th Street, Gainesville, Florida 32605

Mailing Address (if different from Street Address): P.O. Box 10135, Goldsboro, North Carolina 27532

Telephone Number(s): 919-759-9214

Fax Number(s): 919-759-0410

Email Address: chinton@geotg.com

Federal Identification Number: 56-2038173



Signature

December 14th, 2016

Date

Curt Hinton, President

Printed Name and Title

By signing this document, the Bidder agrees to all terms and conditions of the ITB and the resulting agreement.

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF BIDDER TO BE BOUND BY THE TERMS OF ITS BID. FAILURE TO SUBMIT THIS FORM EXECUTED BY AN AUTHORIZED REPRESENTATIVE WHERE INDICATED SHALL RENDER THE BID NON-RESPONSIVE. THE CITY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY BID THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE BIDDER TO THE TERMS OF ITS BID.

Form 1 - Signature Authority

Indicate below Bidder's type of organization and provide the required documentation as applicable to demonstrate that the executor of Bidder's Bid is duly authorized to execute on behalf of, and as the official act of, Bidder.

Select	Type of Organization	Officer Who Signed Proposal Submittal Signature Page	Required Authorizing Documentation
<input checked="" type="checkbox"/>	Corporation	President, Vice President, or Chief Executive Officer	None
<input type="checkbox"/>	Corporation	Director, Manager, or other title	Corporate resolution
<input type="checkbox"/>	Limited Liability Company (LLC) – Member-Managed	Member	Articles of Organization or Operating Agreement
<input type="checkbox"/>	Limited Liability Company (LLC) – Manager-Managed	Manager	Articles of Organization or Operating Agreement
<input type="checkbox"/>	Limited Partnership	General Partner	Document demonstrating the legal authority to bind the Limited Partnership
<input type="checkbox"/>	Partnership	Partner	None
		CEO, Director, Manager or other title	Authorizing documentation
<input type="checkbox"/>	Individual	Individual	None

Documentation is not required.

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“ GTG planned, designed, and implemented a cost effective and reliable GIS solution. GTG has been outstanding. They are responsive, detailed and experts in their field. We now enter year three of a five year contract. Town Council loved GTG's presentation skills. ”

-Town of Windsor, California

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Form 2 Public Entity Crimes

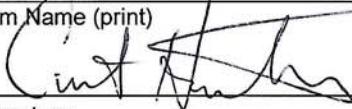
NOTIFICATION OF PUBLIC ENTITY CRIMES LAW

Pursuant to Section 287.133, *Florida Statutes*, you are hereby notified that a person or affiliate who has been placed on the convicted Bidders list following a conviction for a public entity crime may not submit a Bid on a Bidder to provide any goods or services to a public entity; may not submit a Bid on a Bidder with a public entity for the construction or repair of a public building or public work; may not submit Bids on leases or real property to a public entity; may not be awarded or perform work as a Bidder, supplier, sub-Bidder, or consultant under a Bidder with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 [F.S.] for Category Two [\$35,000.00] for a period of thirty-six (36) months from the date of being placed on the convicted Bidders list.

Acknowledged by:

Geographic Technologies Group

Firm Name (print)



Signature

December 14th, 2016

Date

Curt Hinton, President

Printed Name and Title

Form 3 Drug-Free Workplace

If identical tie bids exist, preference will be given to the vendors who submit a certification with their bid/Bid certifying they have a drug-free workplace in accordance with Section 287.087, Florida Statutes. The drug-free workplace preference is applied as follows:

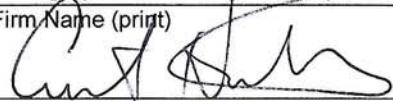
IDENTICAL TIE BIDS: Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State of or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program.

As the person authorized to sign this statement, I certify that this firm complies fully with the following requirements:

- 1) This firm publishes a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) This firm informs employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) This firm gives each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), this firm notifies the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) This firm imposes a sanction on or requires the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) This firm will continue to make a good faith effort to maintain a drug-free workplace through implementation of this section.

Geographic Technologies Group

Firm Name (print)



December 14th, 2016

Signature

Date

Curt Hinton, President

Printed Name and Title

Form 4 Conflict of Interest Disclosure Form

The award of this ITB is subject to the provisions of Chapter 112, Florida Statutes and Palm Beach County Ordinance Section 2-443. All Bidders must disclose: the name of any officer, director, or agent who is also an employee or relative of an employee of the City.

Furthermore, all Bidders must disclose the name of any City employee or relative(s) of a City employee who owns, directly or indirectly, an interest in the Bidders firm or any of its branches.

The purpose of this disclosure form is to give the City the information needed to identify potential conflicts of interest for key personnel involved in the award of this ITB.

The term "conflict of interest" refers to situations in which financial or other personal considerations may adversely affect, or have the appearance of adversely affecting, an employee's professional judgment in exercising any City duty or responsibility in administration, management, instruction, research, or other professional activities.

Select the statement below which applies to Bidder and, if applicable attach supporting information:

To the best of our knowledge, the undersigned firm has no potential conflict of interest as defined in Chapter 112, Florida Statutes and Section 2-443, Palm Beach County Code of Ordinances.

The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest as defined in Chapter 112, Florida Statutes and Section 2-443, Palm Beach County Code of Ordinances.

Acknowledged by:

Geographic Technologies Group

Firm Name (print)



Signature

December 14th, 2016

Date

Curt Hinton, President

Printed Name and Title

Disclose the name of any officer, director or agent of Bidder who is also an employee of the City. Disclose the name of any City employee who owns, directly or indirectly, any interest in the Bidder's firm or any of its branches. If no conflicts of interests exist enter N/A.

N/A

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“Innovative, hard-working, very knowledgeable, local government GIS experts. Our GIS success can be tied directly to the excellence of GTG's services.”

-City of Unalaska, Alaska

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Form 5
Acknowledgment of Addenda

The Bidder hereby acknowledges the receipt of the following addenda, which were issued by the City and incorporated into and made part of this ITB. The Bidder acknowledges that it is solely responsible for ensuring that it is aware of, and in receipt of, all addenda.

ADDENDUM NUMBER	DATE RECEIVED
Addendum #1	December 6th, 2016
Addendum #2	December 6th, 2016
Addendum #3	December 9th, 2016

Geographic Technologies Group

Bidder (firm name)

er (firm name) Cut Thru

December 14th, 2016

Date _____

Curt Hinton, President

Printed Name and Title

ITB 2017-016
Data Conversion Services

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“ GTG's extensive knowledge of technology coupled with unmatched local government experience has made GIS implementation a very enjoyable and successful experience. ”

-Town of Blacksburg, Virginia

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Form 6 - Schedule of Pricing

Bidder Name: Geographic Technologies Group

A. PRICE: Bidder must submit pricing per the requirements and specifications detailed in this ITB using the tables herein. NOTE: Only pricing submitted in Table 1 will be utilized for evaluation of bids for an award.

Table 1

Item No.	Description	Unit Price	UOM
1	Provide all services necessary to complete Task Order No. 1, per Section 3: Scope of Services	\$ 45,000	Flat Fee

Table 2

Item No.	Description	Unit Price	UOM
2	Hourly rate to convert other data to Esri GIS datasets for any additional Task Orders	\$ 110	Hour

C. PRICE ESCALATION/DE-ESCALATION: Pricing submitted in response to this ITB will be valid for the initial one-year term of the Agreement. Thereafter, on an annual basis prior to exercising any renewal option, requests for escalation in pricing must be submitted to the City for evaluation and will be no greater than the Bureau of Labor Statistics, Employment Cost Index price increase for the most recent twelve month period (Private Industry Workers, Total Compensation, Management, professional and related occupations, Service producing, U.S. workers, Not Seasonally Adjusted, Series ID CIU201S000100000A). The City, at its sole discretion, may request any de-escalation in price during the applicable twelve-month period.

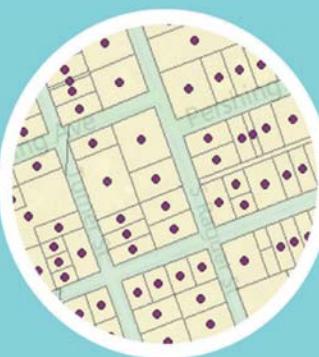
D. JOINT BIDDING, CO-OPERATIVE PURCHASING AGREEMENT: Will extend same price, terms, and conditions of this bid to other Palm Beach, Martin and Broward County Governmental agencies?

Yes No

E. BID INFORMATION WAS OBTAINED FROM:

BidSync City Hall City Website Other (specify) _____

Strategic • Technical • Tactical • Logistical • Political



Reasons to Select Geographic Technologies Group

We'll lead the way!

Incorporated in 1997, Geographic Technologies Group® (GTG®) has a history of providing superior GIS solutions and support to organizations throughout North America. Conceived and organized specifically to assist local government with planning, designing, and building award-winning GIS solutions, GTG® understands that GIS is not an add-on discipline; it requires a comprehensive and planned approach.

We Understand Local Government

GTG® offers a comprehensive and insightful understanding of local government operations and has a cadre of experts representing all areas of local government: planning, engineering, finance, and information technology. GTG® has worked with towns, cities, and counties across North America to evaluate existing practices and design optimum GIS solutions.

We Assess, Design and Plan

GTG® delivers unique, tailored solutions developed only after carefully analyzing needs, budgets, goals, and resources. The Return on Investment standards ensures that our clients can evaluate the costs of implementation and set priorities. Our strategic implementation planning methodology is unique to the industry. When it is time to implement your plan, GTG® will develop a framework that ensures hardware, software, data storage, best practices, responsibilities, and standards are clearly defined. GTG® strives for continued improvement and client satisfaction by building feedback collection methods into all project plans.

We Have Outstanding Credentials

We have received state, national, and international awards for local government GIS implementation and, more importantly, we have earned the trust and confidence of North America's most highly respected local government organizations.