

2018-2020 TAX MAP MAINTENANCE PROPOSAL FOR THE TOWN OF ALLENSTOWN, NH

For processing data recorded 4/1/2017 through 3/31/2020

February 22, 2017

Cartographic Associates, Inc., a New Hampshire corporation doing business as CAI Technologies, with its office located at 11 Pleasant Street, in Littleton, N.H. 03561, hereinafter called CAI, proposes to the Town of Allenstown, a municipal corporation located in Merrimack County, NH, hereinafter called the TOWN, to provide professional mapping services according to the specifications, terms, and conditions below written:

SCOPE OF SERVICES

A. Compilation

1. CAI shall review and plot all subdivisions, boundary line adjustments and surveys and make any required property line, area, and/or frontage changes.
2. CAI shall review all title conveyance deeds and make any required changes. - N/A*
3. CAI shall calculate the area of any parcel that is changed as a result of the above Items 1 and 2, following professionally accepted roundoff rules.
4. If buildings are shown on tax maps, CAI shall add new buildings or delete old buildings based on data provided by the TOWN. This proposal does not include GPS location of new structures. GPS location of structures may be available under a separate proposal. Please contact CAI for more information.
5. CAI shall review information from the previous tax year, regarding problem areas and shall attempt to resolve any discrepancies or problems in a fair and equitable manner for tax assessment purposes.
6. As all the above referenced data are compiled throughout the year, CAI shall mark each document confirming the intent stated therein. If the intent is not a direct conveyance, CAI shall label the document appropriately with the new parcel number and area.

B. Drafting

1. CAI shall draft all necessary map changes in a format consistent with the data being maintained.
2. When the drafting is completed, all work shall be reviewed and checked for errors before printing new maps.

C. Computer Map Index Services - N/A*

1. All computer index services shall be done using Microsoft Access as the database manager.
2. All index changes shall be coded in the change field as follows:

M1 - Name/Book and Page	A - Add New Lot
M2 - Area	D - Delete Lot
M3 - Parcel Id Number (i.e. Map and/or Lot number	
M4 - Multiple of M1, M2, M3	
M5 - Other (such as plan name or plan lot number)	
3. CAI shall provide computer index printouts to the TOWN sorted as follows:
 - a. Numerical by map and lot number
 - b. Alphabetical by owner's name
 - c. Change list by change code with secondary sorting by map and lot
 - d. Other index printouts will be available upon request, at current CAI prices

D. GIS

1. All digital files will be processed using ESRI's ARC/INFO GIS software.
2. All data will be checked for topology errors and corrected.
3. GIS data will be delivered in ESRI's shape file, geodatabase, or coverage format.

E. Responsibilities of the TOWN

1. The TOWN shall provide a copy of each deed, keyed to the correct map and lot. - N/A*
2. The TOWN shall provide a print of each subdivision plan, boundary adjustment plan, and map to be plotted, keyed to the correct map & lot.
3. If buildings are shown on tax maps, the TOWN shall provide information indicating the shape and location of any structures to be added or razed. This proposal does not include GPS location of new structures. GPS location of structures may be available under a separate proposal. Please contact CAI for more information.
4. The TOWN shall acquire as much information as possible about any questions and/or problems.

ADMINISTRATIVE

A. Documenting Progress

1. An officer of CAI shall be responsible for monitoring and documenting the progress of the maintenance process.
2. Flow charts shall be maintained, monitoring the progress of the maintenance procedure; the purpose of which is to be able to inform the TOWN of exactly where the project stands at any given time. The charts shall include the following:

a. receipt date of data to be processed	e. completion date of second draft
b. completion date of compilation	f. date printed
c. completion date of first draft	g. date shipped
d. completion date of checking	

TIMING

CAI shall complete and deliver the work described within 30 days of the receipt of the final information to be incorporated as defined in this proposal.

COST

\$ 4200.

DELIVERABLES

Deliverables shall include two (2) complete sets full size, one (1) complete set reduced size replacement tax map prints, and one (1) full size color composite map as well as all digital data.

PAYMENT

Payment shall be made to CAI within thirty (30) days of invoicing, per terms of the invoice. Said invoicing shall be done on a quarterly basis throughout the project cycle. Final quarterly invoice shall be sent upon completion and delivery of the project as described herein.

The Town of Allenstown, NH hereby represents that it has appropriated the monies sufficient to perform its obligations under Year 1 of this Agreement. Said appropriation was made after a duly noticed meeting, in compliance with all public meeting laws of the State of New Hampshire.

If insufficient funds are available in the Town's budget as approved by the legislative body for any Budget Year after Year 1 to make the payments required herein, the Town shall immediately notify the Contractor if the legislative body fails to appropriate funds necessary to pay for contractual obligations. Lack of sufficient appropriation shall be evidenced by the passage of an ordinance or resolution by the Board of Selectmen of the Town specifically prohibiting the Town from performing its obligations under this Agreement for a designated Budget Year and all subsequent Budget Years. If the Town fails to appropriate funds, then all obligations of the Town under this Agreement regarding payments for the remainder of the Term shall be terminated at the end of the Budget Year for which a sufficient appropriation has been made without penalty or liability to the Town of any kind.

GUARANTEE

CAI shall guarantee all data generated against any errors or omissions for one (1) full year from the date of delivery. This guarantee does not include any changes due to data not made available under the terms of this proposal or any new information that is made available subsequent to the delivery date.

2018-2020 TAX MAP MAINTENANCE CONTRACT FOR THE TOWN OF ALLENSTOWN, NH

For processing data recorded 4/1/2017 through 3/31/2020

This is a contract made this 22nd day of February, 2017, between Cartographic Associates, Inc., a New Hampshire corporation doing business as CAI Technologies, with its office located at 11 Pleasant Street, Littleton, NH 03561, hereinafter called CAI, and the Town of Allenstown, a municipal corporation located in Merrimack County, NH, hereinafter called the TOWN, to provide professional mapping services according to the specifications, terms, and conditions below written.

Witnesseth, the above parties agree as follows:


1. All work shall be done according to the 2018–2020 Tax Map Maintenance Proposal, dated February 22, 2017, hereto annexed. It is the intent of the parties that the above referenced proposal be considered a part of this contract, the same as if fully incorporated into this contract.
2. The TOWN shall pay \$4200 for the updating services under this contract to be paid as outlined in above referenced proposal.
3. CAI agrees that this contract shall not be assigned, transferred, conveyed, or otherwise disposed of without the previous express written consent of the TOWN and neither shall said CAI's right, title, interest, or power to execute such contract be assigned, transferred, conveyed or otherwise disposed of without written consent of the TOWN.
4. The Parties executing this contract agree that the above recitals constitute the entire agreement between the parties for the requested mapping services.

This contract shall be construed under the laws of the State of New Hampshire. The parties hereto have executed this agreement by their duly authorized officers.

Town of Allenstown, NH

CAI Technologies

BY: _____
TITLE: _____



Franco D. Rossi
President

BY: _____
TITLE: _____

BY: _____
TITLE: _____

BY: _____
TITLE: _____