

Legislation Details (With Text)

File #: 18-0019 **Version:** 1 **Name:** title search services
Type: Contract/Agreement **Status:** Passed
File created: 12/23/2017 **In control:** Board of Mayor & Aldermen
On agenda: 1/23/2018 **Final action:** 1/23/2018
Title: Consideration Of Establishment For A Term Of Award Of A List Of Qualified, Responsive, And Responsible Service Providers Who Agree To Provide To The City, On A Rotating Basis, Professional Services Pertaining To Title Searches And Reports For The City's Voluntary Purchase Of Real Estate Or Its Acquisition By Eminent Domain For City Public Works Projects And Other Public Purposes (Purchasing Office Procurement Solicitation No. 2018-003; Fees To Be Allocated To The Projects To Which The Services Pertain; Contract Nos. 2017-0362, 2017-0363, 2017-0364, 2017-0365 and 2017-0366) (01/09/18 WS)
Sponsors: Shauna Billingsley
Indexes:
Code sections:
Attachments: 1. 2018-003 Tabulation of submittals 2017.12.23.1017

Date	Ver.	Action By	Action	Result
1/23/2018	1	Board of Mayor & Aldermen	approved	Pass
1/9/2018	1	Work Session	referred as a Consent Item	

DATE: December 23, 2017

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Kristine Tallent, Assistant City Administrator / CFO
Shauna Billingsley, City Attorney
Brian Wilcox, Purchasing Manager

SUBJECT:
Consideration Of Establishment For A Term Of Award Of A List Of Qualified, Responsive, And Responsible Service Providers Who Agree To Provide To The City, On A Rotating Basis, Professional Services Pertaining To Title Searches And Reports For The City's Voluntary Purchase Of Real Estate Or Its Acquisition By Eminent Domain For City Public Works Projects And Other Public Purposes (Purchasing Office Procurement Solicitation No. 2018-003; Fees To Be Allocated To The Projects To Which The Services Pertain; Contract Nos. 2017-0362, 2017-0363, 2017-0364, 2017-0365 and 2017-0366) (01/09/18 WS)

Purpose

The purpose of this procurement is to purchase, on an as-needed basis, professional services pertaining to title searches and reports for the City's voluntary purchase of real estate or its acquisition by eminent domain for City public works projects and other public purposes.

Background

The City published on November 16, 2017 a Notice to Service Providers in the *Williamson Herald* for professional services pertaining to title searches and reports for the City's voluntary purchase of real estate or its acquisition by eminent domain for City public works projects and other public purposes (Purchasing Office Solicitation No. 2018-003). In addition, solicitation documents were sent on or about the same date directly to sixteen (16) potential proposers known or thought to be interested in this solicitation. Proposals from five (5) service providers were publicly opened at the submittal opening held on December 19, 2017. A tabulation of the submittals received for this solicitation is attached. The term of award is to be three (3) years, with up to two (2) options to extend the term of award, each one for up to (1) year each.

Financial Impact

Fees for title search services rendered, at the fixed per transaction rate established by the City of \$450 per search and report or opinion, will be allocated to the projects to which the services pertain.

Options

In accordance with the solicitation documents, the City reserves the right to reject any and all submittals.

Recommendation

Staff recommends that the City accept, contingent upon Law Department and City Administrator approval of City contracts for each service provider, and that the Board of Mayor and Aldermen declares responsive and responsible the five (5) submittals received in response to the City's solicitation for title search services. Purchasing Manager Brian Wilcox believes the prepared solicitation documents as distributed allowed for competition among multiple vendors, and that the staff recommendation appears to be made in a fair and impartial manner based upon the submittals received. The contracts are not yet in final form and therefore are not attached. When they are in final form, and if the staff recommendation above is approved by the Board of Mayor and Aldermen, then, pursuant to authority previously granted by the Board of Mayor and Aldermen, the contracts will be executed by the City Administrator and reported to the Board of Mayor and Aldermen.