



## Legislation Text

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**File #:** 18-0019, **Version:** 1

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**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.