

**REQUEST FOR QUOTE [RFQ] FOR PROFESSIONAL SERVICES PERTAINING TO TITLE
SEARCHES AND REPORTS FOR COUNTY REHABILITATION/REPAIR, HOME
REPLACEMENT, & NEW HOME CONSTRUCTION.**



1. General terms and conditions:

- a. Proposed pricing: Any proposed pricing, if solicited, shall include all equipment, labor, materials, permit(s), freight and required insurance to render the specified service(s).
- b. Applicable laws and regulations: All applicable federal and state laws, county statues and ordinances, orders, rules and regulations of all authorities having jurisdiction over the specified service(s) shall apply to any quoted purchase pricing, and they will be deemed to be included in this procurement solicitation the same as though they are written out in full herein.
- c. Use of subcontractors: The successful service provider (that is, the vendor who is recommended be awarded the purchase) may not subcontract any portion of the award.
- d. Other documents to be required of successful service provider: See the accompanying Instructions for Response Submittal for a listing of other documents to be required of the successful service provider.
- e. Damages: The successful service provider shall be responsible for any damages it causes in the course of performing the service(s) anticipated by this procurement solicitation and shall repair or replace any damaged property to the satisfaction of the County at its own expense.
- f. Refusal to honor submittal: If and after an award is made by the County, if the vendor refuses to execute an agreement or contract or in any other way honor the terms and conditions of its response submittal, then the County shall be entitled to seek compensation for its damages, which may include the cost of conducting a new solicitation.
- g. Confidential and/or proprietary information; trade secrets. All contents of all response submittals are subject to public disclosure and shall not contain any confidential and/or proprietary information and/or trade secrets. Further, by submitting its response submittal, the vendor indemnifies and holds Escambia County harmless against any loss or damage, including reasonable attorney fees, it may incur as a result of the County's reliance upon the vendor's representation that any documentation and materials supplied by the vendor do not contain trade secrets or proprietary information which is not subject to public disclosure.

2. Detailed requirements:

- Potential service providers are required to submit with their response submittal a detailed description of any proposed products, items and/or services.
- Any exceptions to this procurement solicitation shall be listed in detail in a separate document to be prepared by the potential service provider. Such listing shall include

a description of exactly how such exceptions deviate from the County's expectations as expressed and implied by the procurement solicitation and shall indicate why such exceptions should be judged by the County to meet or exceed those expectations. Whether the firm accepts and intends to comply with all provisions of the County's Request for Quote pertaining to this solicitation and, if not, exactly how.

2.1. Overview and Purpose

The purpose of this Request for Quote [RFQ] is for Escambia County, Florida to establish an agreement with a qualified, responsive and responsible firm(s) (attorney and/or title insurance company) who will agree to provide to the County, professional title search and report services upon request, in order to facilitate the County's Housing Rehabilitation/Repair, HOME replacement, and New Home Construction programs, or for other public purposes, at a fixed flat rate per title search and report.

2.2. Background and context; information supplied

Escambia County requires professional services from time to time pertaining to title searches and reports to facilitate several housing programs.

2.3. Term of award

The services to be rendered pursuant to this procurement solicitation are to be offered as a contract for a term of award of up to **two (2)** years, effective upon acceptance by the County. At any time after commencement but before or as soon as practicable after the expiration of this term of award, the County, in its sole discretion, may exercise an option to extend the term of award **thrice**, each time for up to **one (1) additional year**, for a maximum possible term of award of **five (5) years** total, provided: (a) that both parties consent to such an extension at that time; (b) that the decision to exercise such an extension is memorialized in writing and is executed by authorized representatives of each party; and (c) that the same terms and conditions that apply to the original term of award shall also apply to such an extension, {including pricing}. Note that Escambia County specifically retains the exclusive right, with or without cause, not to extend the term of award.

2.4. Anticipated scope of work

Service provider shall provide, for the indicated term of award, professional services pertaining to realty title search and report of real estate located within the boundary of Escambia County. Such reports shall include such information as is necessary to identify the true owner of the property, easements, restrictive covenants, judgement liens, tax liens, outstanding property tax obligations, unsatisfied mortgages, and other title defects.

2.5. Fee for services rendered

Except as described below. The fee for all services rendered shall equal at a fixed flat rate per title search and report. This fee is to be all-inclusive. Service provider shall

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not charge, and Escambia County shall not pay, any other fees or charges submitted by service provider for any expense directly or indirectly related to the provision of the required services.

2.6. Evaluation criteria

Submittals will be reviewed and evaluated by the County's Neighborhood Enterprise Division. At any point in the selection process, the service provider may be requested to submit information supplemental to its submittal. If deemed necessary, personal interviews will be conducted with representatives of some or all of the service providers. Criteria to be used in evaluating the submittals for inclusion on the list will include qualifications, experience, size of operations that can be committed to title work, reputation, references, judgment of timeliness and quality of prior work, if any, for the County.

The following criteria shall be used to evaluate response submittals:

- A. Experience and qualifications: Experience and qualifications of the firm, as well as of key personnel to be assigned to the project, with projects of similar scope for clients of similar description. Quality and relevance of the identified client references. Any conflicts of interest between the firm and/or key personnel and the County. Whether the firm has the financial wherewithal to perform the services anticipated by the RFQ. Value: up to 60 points.
- B. Unique strengths of the potential service provider: Exceptional, value-added features or capabilities of the firm and/or individuals that would be assigned to the project/client; identifiable differentiation(s) between the firm and its competition. Unique strengths of the response submittal. Value: up to 10 points.
- C. Thoroughness and quality of response submittal: Thoroughness and degree of responsiveness of the response submittal to the entire procurement solicitation. Degree to which the response submittal conveys an understanding of the County's needs. Degree to which the response submittal describes the likely results of the County accepting the respective response submittal and whether those results would address the County's purpose and objective. Value: up to 30 points.

2.7. Information required to be included in response submittal

The following information shall be included by the potential service provider in its submittal for it to be considered responsive:

A. Experience and qualifications:

- 1. Qualifications of firms selected: Firms submitting responses to this RFQ shall include with their submittal a detailed statement of qualifications. Submitted statements of qualifications shall include information on the following topics:

- i. Number of years the firm has been under the same ownership as the current ownership.
- ii. Number of years the firm has offered and provided realty title search and reports on real estate located within the State of Florida
- iii. Whether the firm has provided the required services to other Florida municipal clients and, if so, which ones and over what period.
- iv. Whether the firm has provided the required services to Escambia County and, if so, over what period.

B. Thoroughness and quality of response submittal:

- 1. Provide evidence that you understand the County’s service needs as anticipated in the RFQ.
- 2. Affirm that you have responded thoroughly to the RFQ, including the companion documents that, with the RFQ, comprise the entire procurement solicitation.
- 3. Indicate whether those results would address the County’s purpose and objective.

2.8. Insurance Requirements

Before award of the procurement by the County, the successful service provider (that is, the vendor who is recommended be awarded the purchase) shall provide one or more unexpired certificates of insurance providing evidence of the following minimum types and limits of insurance coverage:

Type of Coverage	Limits of Coverage	Certificate of Insurance
Workers Compensation (not required of an individual or of a firm with fewer than five (5) persons)	Statutory limits	Certificate Holder only
Professional Liability	\$1,000,000 Per Occurrence \$2,000,000 Annual Aggregate	Certificate Holder only

If and when insurance coverage documented by the certificate(s) of insurance referenced above expires before the expiration of any specified term of award, including any extensions thereto, or the supply, delivery and acceptance of the ordered products and/or services, pursuant to this procurement solicitation, then the successful service provider shall immediately suspend work or supply unless and until it provides one or more unexpired replacement certificates of insurance that indicates the new

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date(s) of insurance coverage expiration and that meets or exceeds the insurance requirements as specified above.

In the event that insurance coverage documented by the certificate(s) of insurance referenced above is materially modified or canceled before the expiration of any specified term of award, including any extensions thereto, or the supply, delivery and acceptance of the ordered products and/or services, pursuant to this procurement solicitation, then the successful service provider shall, immediately upon learning of any such material modification or cancelation, suspend work or supply and shall, within three (3) calendar days of such learning, notify the County of any such material modification or cancelation.

The successful service provider agrees to impose the County's insurance requirements upon any subcontractors it utilizes for this procurement. Use of any particular subcontractor for this procurement shall have been approved by the County in advance of that subcontractor commencing work for this procurement.

Response Submittal Form

a form required to be completed by respondents to

Escambia County, Florida

Respondent's name, street address, and mailing address (if different):	<hr/> <hr/> <hr/> <hr/> <hr/>
Respondent's contact person's name (printed), title, telephone number and e-mail address:	<hr/> <hr/> <hr/> <hr/> <hr/>
Does the respondent take any exceptions to the County's procurement solicitation?	<input type="checkbox"/> Yes, see enclosed. <input type="checkbox"/> No, respondent takes no exceptions.
Are exceptions, if any, to the County's procurement solicitation listed separately, described, compared to the County's intention as expressed and implied by the County's solicitation documents, and submitted?	<input type="checkbox"/> Yes, see enclosed. <input type="checkbox"/> No, respondent takes no exceptions.
Are the County's preferred payment terms (net 30 days from date of invoice) acceptable to respondent?	<input type="checkbox"/> Yes. <input type="checkbox"/> No.
Method of payment – The County's preferred method of payment is by electronic means, either by direct deposit (i.e., "ACH" or "Electronic Funds Transfer"), or by paper check. Which payment method would the respondent prefer?	<input type="checkbox"/> ACH or Electronic Funds Transfer. <input type="checkbox"/> Paper Check sent via USPS.
Are the following included with this Response Submittal Form in the submittal? <ul style="list-style-type: none"> • Statement of qualifications that is responsive to the procurement solicitation including the Request for Quote; • Identification, listing and description of any exceptions to the procurement solicitation including the Request for Quote; • Contact information for references, if required per the Request for Quote; and • A complete copy of the submittal documents per the Instructions for Response Submittal. 	<input type="checkbox"/> Yes, see enclosed. <input type="checkbox"/> No. <p style="text-align: center; font-size: small;">(WARNING: doing so may cause the County to deem the submittal non-responsive).</p>
Subscription and affirmation of respondent's authorized representative: By submission of this response, each submitter and each person signing on behalf of any submitter certifies, and in the case of a joint submittal each party thereto certifies as to its own organization, under penalty of perjury.	<hr/> <div style="text-align: right;">(signature)</div>
Signature of respondent's authorized representative: I affirm that I am authorized by the respondent to sign this Response Submittal Form as well as any and all companion forms and documents included herewith.	<hr/> <div style="text-align: right;">(signature)</div>
Title of respondent's authorized representative:	<hr/>
Date of signatures:	<hr/>