12

SUBJECT: TITLE SEARCHES FOR MUNICIPAL CODE COMPLIANCE

BID #: ITQ-9528-21-4

OPEN DATE: 2020-12-20

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – DECEMBER 29, 2020 THROUGH DECEMBER 28, 2021 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: MUNICIPAL CODE

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 2 NUMBER RECEIVED: 1 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Subject bid was issued informally and awarded on December 29, 2020 to Landmark Title, LLC (POA 71372-21) in the amount of $50,000.00. On September 29, 2021 an increase of $6,000.00 was requested and approved.

Recommend approval to utilize the first renewal option and increase the award to Landmark Title, LLC in the amount of $50,000.00 for fiscal year 2022. Period of Service will be from December 29, 2021 through December 28, 2021, with two (2) one (1) year renewal options remaining. Total revised award amount not-to-exceed $106,000.00.

Funding shall be encumbered from account 00111.176006.549026.000000.00000000.00000.0000000 processed by individual Purchase Order(s).

ATTACHMENTS: Recommendation Memo; Previous Award(s)

ANALYST: _____
BRYAN MATUS

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Michael Chao, Chief, Municipal Code Compliance Division

---

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

City Hall at St. James
117 W. Duval St.
Jacksonville, FL 32202
(904) 630-CITY
www.coj.net

October 26, 2021

M E M O R A N D U M

TO: Gregory Pease, Division Chief
Procurement Division

FROM: Michael Chao, Division Chief
Municipal Code Compliance Division

RE: Change Order Request for Master Blanket # POA71372-21 (Landmark Title LLC)

The Municipal Code Compliance Division would like to exercise the first renewal option under ITQ-9528-21-4 Title Searches for Municipal Code with increasing the award by $50,000.00 for FY 22.

Vendor	Amount
Landmark Title, LLC	$50,000.00

Funding Source: 00111-176003-552040

MC/kd

ADMINISTRATIVE AWARD
BID No.: POA-70738-21
CHANGE ORDER NO. 1

DESCRIPTION OF GOODS/SERVICES: Recommend approval to increase the awarded supplier, Landmark Title, LLC. on POA-70738-21 in the amount of $6000.00. Total not-to-exceed expenditure of $56, 000.00.

Funding for this award to be encumbered by account:
11545.176002.534100.000000.00000000.00000.0000000

FOR AGENCY/DEPARTMENT: Municipal Code Compliance

REQUISITION NUMBERS: NBCC-500177-21

NUMBER FIRMS SOLICITED: N/A

NUMBER FIRMS BIDDING: N/A

REASON FOR LESS THAN REQUIRED MINIMUM SOLICITATION/QUOTATION: N/A

RECOMMEND AWARD TO: Landmark Title, LLC.

CONCURRENCE BY: Michael Chao, Chief – Municipal Code Compliance

PRICE: $56,000.00.

TERMS: NET 30

REASON FOR NOT ACCEPTING LOW BID: N/A

Renata Barnett
Buyer
9/29/21
Date

Marilyn Rand
Asst. Manager of Purchasing Services
9/29/21
Date

APPROVAL/DISAPPROVAL:

Gregory Pease, Chief, Procurement Division

10/1/21
Date

ADMINISTRATIVE AWARD
BID No.: POA-70738-21

DESCRIPTION OF GOODS/SERVICES:
Recommend approval of award to Landmark Title, LLC., as the lowest responsive responsible bidder for Title Search for Municipal Code Compliance. Period of service is for one (1) year from date of award with three (3) one(1) year renewal options. Total not-to-exceed expenditure is $50,000.00.

Funding for this award to be encumbered by account: 11545.176006.549026.000000.00000000.00000.0000000, to be executed by Blanket Purchase Order Release(s).

FOR AGENCY/DEPARTMENT: Municipal Code and Compliance

REQUISITION NUMBERS: NBCC-500177-21

NUMBER FIRMS SOLICITED: N/A **NUMBER FIRMS BIDDING:** 1

REASON FOR LESS THAN REQUIRED MINIMUM SOLICITATION/QUOTATION: N/A

RECOMMEND AWARD TO: Landmark Title, LLC.

CONCURRENCE BY: Michael Chao, Chief Municipal Code Compliance

PRICE: $50,000.00 **TERMS:** Net 30

REASON FOR NOT ACCEPTING LOW BID: N/A

for Marilyn Laidler
12/30/2020
Date

Manager of Purchasing Services
DEC 29 2020
Date

APPROVAL/DISAPPROVAL:

Gregory Pease, Chief, Procurement Division
1/4/21
Date