SUBJECT: **TITLE SEARCHES FOR MUNICIPAL CODE**

BID# AD-0319-17 OPEN DATE:

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
MASTER BLANKET-7A01573

AGENCY: **MUNICIPAL CODE**

BASIS OF AWARD: **LOWEST RESPONSIVE, RESPONSIBLE BIDDER**

NUMBER OF BIDS INVITED 4 NUMBER RECEIVED 5 OTHER 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Subject bid was awarded administratively on 10/21/16 to Landmark Title (Primary vendor) in the amount of $50,000.00; and TitleSource, Inc (Secondary vendor) in the amount of $10,000.00.

Recommend approval to increase master blanket (PO #7A01573) to Landmark Title (Primary vendor), in the amount of $50,000.00 to perform title searches for unsafe structures. Total award amount for Landmark Title will be $100,000.00. Total revised overall award amount not-to-exceed $110,000.00.

This award to be funded by account: ERCC011CP-03410 to be executed by Purchase Order/Change Order.

Attachments: Recommendation Memo, Previous Award

BUYER: Marilyn Laidler
MARILYN LAIDLER

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: **Bryan Mosier, 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 _____

FORM GB-108, Revised 12/2007

NEIGHBORHOODS DEPARTMENT

MUNICIPAL CODE COMPLIANCE DIVISION

Jacksonville
Where Florida Begins.

April 5, 2017

M E M O R A N D U M

TO: Gregory Pease, Division Chief
Procurement Division

FROM: Bryan Mosier, Division Chief
Municipal Code Compliance Division

RE: Change Order Request for Municipal Code Compliance Title Searches REQ #200039

I recommend approval to increase the blanket purchase order for Landmark Title, LLC. in the amount of $50,000.00 to perform title searches for unsafe structures. (reference purchase order #7A01573).

Company	Amount
Landmark Title, LLC.	$50,000.00

Funding Source: ERCC011CP / 03410

BM/mc

214 N. Hogan Street, 7th Floor Jacksonville, FL 32202 Phone: 904.255.7000 Fax: 904.588.0512 www.coj.net

Jacksonville
Where Florida Begins.

Purchase Order

MASTER Blanket

City of Jacksonville
214 N Hogan St
Jacksonville, FL 32202

VENDOR

Vendor Number: 00009068
Landmark Title, LLC
4540 Southside Boulevard
Suite 202
Jacksonville, FL 32216

Phone No: (904) 998 - 9733

PO Date: 10/25/2016
Buyer: Laidler, Marilyn
Phone #: (904) 255 - 8804
FOB: F.O.B., Destination
Terms: Net 30

Purchase Order Number
PO7A01573
Master Blanket
ALL PACKING SLIPS, INVOICES, AND CORRESPONDENCE MUST REFERENCE THIS NUMBER.

SHIP TO

INVOICE

Department	Bid Number	Requisition Number	Delivery Date
HN - Neighborhoods			As Required

Item #	Item Description	Quantity	Unit	Unit Price	Total
1	TITLE SEARCHES FOR MUNICIPAL CODE COMPLIANCE-Primary Vendor- Landmark Title- priced in accordance with the following per prices submitted on REQ 200039 : Original Title Searches (max 10 days)- $120.00; Emergency Title Searches(max 24 hours)- $135.00; Updates shall be provided at no cost within six (6) months of original order date (max 3 days);Updates beyond six (6) months of original order (maximum 3 days)- $50.00 - Bid #AD-0319-17	1.00	EA	$0.00	$0.00
				Subtotal:	$0.00
				Freight:	$0.00
				Discount:	$0.00
	This is a Not to Exceed Blanket Order			**TOTAL:**	**$0.00**

THIS ORDER IS SUBJECT TO THE GENERAL CONDITIONS ATTACHED HERETO.

MANUFACTURER'S FEDERAL EXCISE TAX EXEMPT NO: 59-89-0120K

FLORIDA STATE SALES AND USE TAX EXEMPTION NO: 85-8012621607C-8

Approved By Gregory Pease, Chief
Procurement Division

ADMINISTRATIVE AWARD
BID No.: AD-0319-17

DESCRIPTION OF GOODS/SERVICES: Recommend approval of award to the lowest responsive, responsible bidders, Landmark Title (Primary vendor) in the amount of $50,000.00; and TitleSource, Inc. (Secondary vendor) in the amount of $10,000.00, for Title Searches for Municipal Code Compliance. Period of Service will be from date of award through September 30, 2017, with three (3) one (1) year renewal options. Total award amount not-to-exceed $60,000.00.

Funding for this award to be encumbered by accounts: ERCC011CE-04938-$10,000.00 and ERCC011CP-03410- $50,000.00 to be executed by Purchase Order (s).

FOR AGENCY/DEPARTMENT: Neighborhoods Department/ Municipal Code Compliance Division

REQUISTION NUMBERS: 200039

NUMBER FIRMS SOLICITED: 4 **NUMBER FIRMS BIDDING:** 5

REASON FOR LESS THAN REQUIRED MINIMUM SOLICITATION/QUOTATION:

RECOMMEND AWARD TO: Landmark Title; TitleSource, Inc.

CONCURRENCE BY: Bryan Mosier, Chief, Municipal Code Compliance Division

PRICE: $60,000.00 **TERMS:** NET 30

REASON FOR NOT ACCEPTING LOW BID:

Marilyn Faulk
Analyst
10/21/16
Date

Manager of Purchasing Services
SOO 10/21/2016
Date

APPROVAL:

Gregory Pease, Chief, Procurement Division 10/21/16 **Date**

QWS3270X 4/7/2017 2:11 PM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 04/07/2017
LINK TO: ACCOUNT SUMMARY INQUIRY 2:11 PM

FISCAL MO/YEAR : 07 2017 CURRENCY CODE :
INDEX CODE : ERCC011CP CODE COMPLIANCE
SUBOBJECT : 03410 CONTRACTUAL SERVICES
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	APR 2017	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	699,536.56	699,536.56
EXPENDITURES	8,275.00	101,058.70	101,058.70
ENCUMBRANCES	-8,275.00	306,119.36	306,119.36
PRE-ENCUMBRANCES	.00	3,274.90	3,274.90
REMAINING BALANCE	.00	289,083.60	289,083.60

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO
G005 - PRIOR RECORD DISPLAYED