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 10/12/16 to Landmark Title (Primary vendor) in the amount of $50,000.00; and TitleSource, Inc. (Secondary vendor) in the amount of $10,000.00; Increased on 04/3/17 to Landmark Title (Primary vendor) in the amount of $50,000.00; Increased on 08/19/17 to Landmark Title (Primary vendor) in the amount of $20,000.00; 1st Renewal option approved on 10/14/17 to Landmark Title (Primary vendor) in the amount of $50,000.00, TitleSource, Inc., (Secondary vendor) not renewed; Increased on 08/23/18 in the amount of $20,000.00 to Landmark Title (Primary Vendor); 2nd Renewal option approved on 08/23/18 to Landmark Title (Primary vendor) in the amount of $50,000.00; Increased on 06/06/19 in the amount of $30,000.00.

Recommend approval to utilize the third and final renewal option with Landmark Title (Primary vendor) in the annual expenditure amount of $50,000.00. Period of Service will be from October 1, 2019 through September 30, 2020. Total revised estimated annual expenditure amount for Landmark Title (Primary vendor) will be $320,000.00. Total award amount not-to-exceed $330,000.00.

This award is to be funded by account: ERCD1A1-08301 to be executed by Purchase Order.

Attachments: Recommendation Memo, Vendor Letter, Previous Award(s)

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2019. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for work herein. A written notification will be provided in the event the funds are appropriated.

ANALYST: Marilyn Laidler **RESPECTFULLY SUBMITTED**

MARILYN LAIDLER

GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

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

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(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

July 23rd, 2019

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

07/23/19 11:47:07
Procurement Division

RE: Contract Renewal Request for Bid # AD-0319-17

The Municipal Code Compliance Division recommends approval of the following vendors for contract renewal for the 2020 fiscal year under Bid #AD-0319-17 for Title Search Services:

Contractor	Amount
Landmark Title, LLC.	$50,000.00

Funding Source: ERCD1A1-08301

MC/kd

LANDMARK
TITLE

4540 SOUTHSIDE BOULEVARD, SUITE 202, JACKSONVILLE, FLORIDA 32216
TEL (904) 998-9733 ♦ FAX (904) 998-9736

July 11, 2019

Michael Chao
Division Chief
Municipal Code Compliance Department
214 North Hogan Street, 1st Floor
Jacksonville, Florida 32202

Re: Landmark Title – MCCD Title Search Vendor (Bid# AD-0319-17)

Dear Mr. Chao,

I would like to renew my contract with the City of Jacksonville to provide title search services under the same terms as last year.

If you have any questions or need anything further please don't hesitate to let me know.

Sincerely,

David J. Heekin, Esq.

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 10/12/16 to Landmark Title (Primary vendor) in the amount of $50,000.00; and TitleSource, Inc. (Secondary vendor) in the amount of $10,000.00; Increased on 04/3/17 to Landmark Title (Primary vendor) in the amount of $50,000.00; Increased on 08/19/17 to Landmark Title (Primary vendor) in the amount of $20,000.00; 1st Renewal option approved on 10/14/17 to Landmark Title (Primary vendor) in the amount of $50,000.00, TitleSource, Inc., (Secondary vendor) not renewed; Increased on 08/23/18 in the amount of $20,000.00 to Landmark Title (Primary Vendor); 2nd Renewal option approved on 08/23/18 to Landmark Title (Primary vendor) in the amount of $50,000.00.

Recommend approval to increase award to Landmark Title (Primary vendor) in the amount of $30,000.00, for a revised estimated expenditure in the amount of $270,000.00. Total award amount not-to-exceed $280,000.00.

This award is to be funded by account: ERCC1L2CP-03410 to be executed by Purchase Order.

Attachments: Recommendation Memo, Previous Award(s)

ANALYST: Marilyn Laidler
MARILYN LAIDLER

RESPECTFULLY SUBMITTED Greg Pease
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 3 MEMBERS DISAPPROVING Ø DATE: 6/06/19

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 6/6/19

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION Sam E. Mousa

Sam E. Mousa
~~Chief Administrative Officer~~
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

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 10/12/16 to Landmark Title (Primary vendor) in the amount of $50,000.00; and TitleSource, Inc. (Secondary vendor) in the amount of $10,000.00; Increased on 04/3/17 to Landmark Title (Primary vendor) in the amount of $50,000.00; Increased on 08/19/17 to Landmark Title (Primary vendor) in the amount of $20,000.00; 1st Renewal option approved on 10/14/17 to Landmark Title (Primary vendor) in the amount of $50,000.00, TitleSource, Inc., (Secondary vendor) not renewed; Increased on 08/23/18 in the amount of $20,000.00 to Landmark Title (Primary Vendor).

Recommend approval to utilize the 2nd Renewal Option with Landmark Title (Primary vendor) in the annual expenditure amount of $50,000.00. Period of Service will be from October 1, 2018 through September 30, 2019, with one (1) renewal option remaining. Total revised estimated annual expenditure amount for Landmark Title (Primary Vendor) will be $240,000.00. Total award amount not-to-exceed $250,000.00.

This award is to be funded by account: ERCD1A1-08301 to be executed by Purchase Order.

Attachments: Recommendation Memo, Vendor Letter, Previous Award(s)

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2018. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for work herein. A written notification will be provided in the event funds are appropriated.

ANALYST: 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 3 MEMBERS DISAPPROVING Ø DATE: 9/13/18

OTHER:

ACTION OF AWARDING AUTHORITY DATE 9/13/18

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam H. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

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 10/12/16 to Landmark Title (Primary vendor) in the amount of $50,000.00; and TitleSource, Inc. (Secondary vendor) in the amount of $10,000.00; Increased on 04/3/17 to Landmark Title (Primary vendor) in the amount of $50,000.00; Increased on 08/19/17 to Landmark Title (Primary vendor) in the amount of $20,000.00; 1st Renewal option approved on 10/14/17 to Landmark Title (Primary vendor) in the amount of $50,000.00, TitleSource, Inc., (Secondary vendor) not renewed.

Recommend approval to increase award to Landmark Title (Primary vendor) in the amount of $20,000.00, for remainder of fiscal year 2018, for a revised annual estimated expenditure amount of $70,000.00. Total overall award amount not-to-exceed $200,000.00.

This award is to be funded by account: ERCC1L2CP-03410 to be executed by Purchase Order/Change Order.

Attachments: Recommendation Memo, Previous Award(s)

ANALYST: Marilyn Laidler
MARILYN LAIDLER

RESPECTFULLY SUBMITTED Gregory Pease
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 3 MEMBERS DISAPPROVING Ø DATE: 8/23/18

OTHER:

ACTION OF AWARDING AUTHORITY DATE 8/23/18

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION Sam E. Mousa
Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

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 10/12/16 to Landmark Title (Primary vendor) in the amount of $50,000.00; and TitleSource, Inc. (Secondary vendor) in the amount of $10,000.00; Increased on 04/3/17 to Landmark Title (Primary vendor) in the amount of $50,000.00; Increased on 08/19/17 to Landmark Title (Primary vendor) in the amount of $20,000.00.

Recommend approval to utilize the first renewal option with Landmark Title (Primary Vendor) in the annual expenditure amount of $50,000.00 and; TitleSource, Inc., (Secondary Vendor) not renewing due to failure to respond. Period of Service will be from October 1, 2017 through September 30, 2018, with two (2) one (1) year renewal option remaining. Total revised estimated annual expenditure for Landmark Title (primary vendor) will be $170,000.00.Total award amount not-to-exceed $180,000.00.

The award to be funded by account: ERCC011CP-04923 to be executed by Purchase Order/Change Order.

Attachments: Recommendation Memo, Vendor Letter, Previous Award(s)

ANALYST: Marilyn Laidler
MARILYN LAIDLER

RESPECTFULLY SUBMITTED Greg Pease
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Bryan Mosier, Chief, Municipal Code Compliance

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 10/12/17

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 10/14/17

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION Sam E. Mousa

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

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 10/12/16 to Landmark Title (Primary vendor) in the amount of $50,000.00; and TitleSource, Inc. (Secondary vendor) in the amount of $10,000.00; Increased on 04/13/17 to Landmark Title (Primary vendor) in the amount of $50,000.00.

Recommend approval to increase award to Landmark Title (Primary vendor) in the amount of $20,000.00, for reminder of fiscal year 2017, for a revised annual estimated expenditure amount of $120,000.00. Total overall award amount not-to-exceed $130,000.00.

This award is to be funded by account: ERCC011VPR-03410 to be be paid by Purchase Order/Change Order.

Attachments: Recommendation Memo, Previous Award(s)

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 3 MEMBERS DISAPPROVING Ø DATE: 08/18/17

AAWD

OTHER:

ACTION OF AWARDING AUTHORITY DATE: 8/19/17

MK APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

FORM GB-108, Revised 12/2007

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 3 MEMBERS DISAPPROVING Ø DATE: 4/13/17

Teresa R. Eibner _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE: 4/13/17

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____
Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

FORM GB-108, Revised 12/2007

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:

Analyst
10/21/16
Date

Manager of Purchasing Services
SBO 10/21/2016
Date

APPROVAL:

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

QWS3270X 7/26/2019 11:11 AM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 07/26/2019
LINK TO: ACCOUNT SUMMARY INQUIRY 11:11 AM

FISCAL MO/YEAR : 10 2019 CURRENCY CODE :
INDEX CODE : ERCD1A1 COMMUNITY DEV., BLOCK GRANT
SUBOBJECT : 08301 OTHER GRANTS AND AIDS
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	JULY 2019	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	606,262.97	15,765,616.70
EXPENDITURES	56,596.50	1,541,819.54	13,444,309.86
ENCUMBRANCES	-36,180.82	-37,358.17	886,670.27
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	-20,415.68	-898,198.40	1,434,636.57

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

AD-0319-17	Landmark Title (Primary)	TitleSource Inc (Secondary)		
10/21/2016	$50,000.00	$10,000.00	Award	
4/13/2017	$50,000.00		Increase	
8/19/2017	$20,000.00		Increase (Primary)	
10/14/2017	$50,000.00		1st Renewal Option	
8/23/2018	$20,000.00		Increase (Primary)	
9/13/2018	$50,000.00		2nd Renewal Option	
6/6/2019	$30,000.00		Increase	
Pending	$50,000.00		3rd and final renewal	
	$320,000.00	**$10,000.00**		**$330,000.00 Total Award**