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 **RESPECTFULLY SUBMITTED** _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Bryan Mosier, Chief, Municipal Code Compliance

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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 _____

City of Jacksonville, Florida

ONE CITY. ONE JACKSONVILLE.

Lenny Curry, Mayor

Municipal Code Compliance Division
Ed Ball Building
214 N. Hogan Street, 7th Floor
Jacksonville, Florida 32202

October 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: **Landmark Title – Title Searches Vendor (Bid # AD-0319-17)**

The Municipal Code Compliance Division recommends renewal of the one responsive vendor under REQ 208261 (PO7A01573:1) for FY 2018:

Contractor	Position	Amount
Landmark Title	Primary	$50,000.00

Funding Source : $50,000.00 from ERCC011CP / 04923

BM/ds

LANDMARK
TITLE

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

October 4, 2017

Dennis Steele
Contract Compliance Manager
Municipal Code Compliance Department
214 North Hogan Street, 7th Floor
Jacksonville, Florida 32202

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

Dear Mr. Steele,

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 04/13/17 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: Greg 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 0 DATE: 08/18/17

AAWD

OTHER:

ACTION OF AWARDING AUTHORITY DATE: 8/19/17

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

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: Gary 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: 4/13/17

Teresa R. Eichner

OTHER:

ACTION OF AWARDING AUTHORITY DATE: 4/13/17

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

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:

Marilyn Pradhi
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 10/9/2017 9:18 AM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 10/09/2017
LINK TO: ACCOUNT SUMMARY INQUIRY 9:18 AM

FISCAL MO/YEAR : 01 2018 CURRENCY CODE :
INDEX CODE : ERCC011CP CODE COMPLIANCE
SUBOBJECT : 04923 DEMOLITION & SITE CLEARANCE
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	OCT 2017	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	50,000.00	50,000.00	50,000.00
EXPENDITURES	.00	.00	.00
ENCUMBRANCES	.00	.00	.00
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	50,000.00	50,000.00	50,000.00

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)	
Pending	$50,000.00		1st Renewal Option	
	$170,000.00	**$10,000.00**		**$180,000.00 Total Award**