

**Office of Procurement Services**

P.O. Box 7800 • 315 W. Main St., Suite 416 • Tavares, FL 32778

**SOLICTATION:** On-Call Title Services 12/6/2022

Vendors are responsible for the receipt and acknowledgement of all addenda to a solicitation. Confirm acknowledgement by including an electronically completed copy of this addendum with submittal. Failure to acknowledge each addendum may prevent the submittal from being considered for award.

THIS ADDENDUM DOES NOT CHANGE THE DATE FOR RECEIPT OF PROPOSALS.

**QUESTIONS/RESPONSES**

Q1. The anticipated scope of work appears to be for title search services only. Will the scope include Title Commitments, Title Closings, or Title Insurance?

**R1.** **Title searches only. Title closings and insurance are provided under a separate contract/vendor.**

Q2. How many properties or percentage do you anticipate being residential and commercial properties?

**R.2 This is unknown as it is based on projects and demands. Most may be residential properties that are needed for Right-of-Way, trail, research as needed, etc.**

**Q3.** What is the anticipated annual budget appropriated for the project during the initial term?

**R3. This is unknown and is dependent on projects.**

**Q4.** It has been seen where many municipalities order a Title Commitment and never intend to order title insurance or require closing services.

**R4. See answer to Q1.**

**Q5.** Accordingly, what percentage of title requests are canceled after the title report is produced? What percentage of title reports require title insurance and closing services?

**R5. See answer to Q1. These do not apply as this is for research only.**

**Q6.** According to item 2.2.3, the first update within six (6) months is free, does that apply to all products, or jut to Ownership and Encumbrances Reports?

**R6. All items/products.**

**Q7.** According to 6.0 Delivery and Submittal Requirements, number three (3) – Proposed Solution, it states “*provide a concise description of the approach and process to successfully complete the work to be performed including any specific staffing or equipment resources. Multiple alternate proposals may be submitted with the same degree of detail. LIMIT PAGE COUNT.”* Please advise as to how many pages this section allows.

**R7. The number of pages included in the Proposed Solution should be limited to the vendors detailed execution for the services requested per the services requested as outlined in Exhibit A – Scope of Work.**

**Q8.** Is there a certain font size we should use when submitting a response?

**R8. There is not a set font size required by the County for responses. However, font sizes choses for the vendors proposal should be readable to County staff. Example: if using Times New Roman, a font size of 12 should be used.**

**ADDITIONAL INFORMATION**

**ACKNOWLEDGEMENT**

Firm Name: Click or tap here to enter text.

I hereby certify that my electronic signature has the same legal effect as if made under oath; that I am an authorized representative of this vendor and/or empowered to execute this submittal on behalf of the vendor.

Signature of Legal Representative Submitting this Bid: Click or tap here to enter text.

Date: Click or tap to enter a date.

Print Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Primary E-mail Address: Click or tap here to enter text.

Secondary E-mail Address: Click or tap here to enter text.