

**Office of Procurement Services**

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

**SOLICTATION:** Title Search Services On-Call 12/5/2023

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. What has been the annual volume of title searches for Lake County in 2022 and 2023 to date?

**R1.** **The contract is no longer active so no annual volume can be provided for these years.**

Q2. What initiatives does Lake County have in fiscal year 2024 that are likely to require title searches?

**R2. There no initiatives set. This is on an as-needed basis.**

**Q3**. What is Lake County’s estimated mix of residential vs commercial properties for title search?

**R3. This is based on need.**

**Q4.** How often does Lake County require root of title ownership & encumbrance reports vs 30 50-year reports?

**R4. This is not determinable as it is based on need.**

**Q5.** What types of requests would Lake County likely be making that fall in the general research category of the pricing grid? Is hourly pricing an option for general research?

**R5. These requests would be for the searches requested on the Attachment 2 Pricing Sheet that will be more complicated and will require more extensive research. Hourly rate must be provided. Please see Attachment 2 Pricing Sheet REVISED on our website to enter this information.**

**Q6.** The most recent Lake County Title Services contract online at your website is from RFP 16-0216. For this contract:

* How long was American Title Insurance, the awarded vendor, retained for these services? Five years.
* Did the pricing for the 2016 contract change? If so, please list pricing for the most recent year of services. The 2016 contract is no longer active.
* This contract does not show any pricing for general research. Were any general research fees established, and if so, please provide rates. This is a new service the County is requesting. No rates available.

**R6. American Title was under contract for five (5) years; the 2016 contract is no longer active; this is a new service the County is requesting. No rates available.**

**Q7.** Payment Procedure – what is ePayable?

**R7. The County offers two (2) payment methods: paper check or ePayables. ePayables are essentially virtual cards, a form of electronic payment that works like a credit card to pay an invoice but is completely digital. It is an electronic payment alternative to paper checks.**

**Q8.** On the pricing sheet showing charges – I was not able to access lines that dealt with multi parcel searches. Also, on that sheet, I noticed the searches were referred to Ownership and Encumbrance reports. The legislature actually changed the name to Property Information Reports.

**R8. This has been corrected and a revised pricing sheet has been posted along with the other bid documents.**

**Q9.** In filling out item 2 – Forms. It shows “Complete Addenda issued.” What does that mean?

**R9. If any addendums are issued for this RFP, you must sign and return with your submittal a copy of them.**

**Q10.** Under General Terms, page 8, Certificate of Competency, no such certificate exists for a person performing title searches, certainly there is though for title insurance.

**R10. Title Insurance is not required.**

**ADDITIONAL INFORMATION**

Proposals must be submitted with the newest pricing sheet: Attachment 2 Pricing Sheet REVISED.

**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.