



REQUEST FOR PROPOSAL No. 201307-231

TANEY COUNTY MISSOURI
Purchasing Department
132 David Street / P. O. Box 1630
Forsyth, Missouri 65653

Attn: **Ron Erickson, Director of Purchasing**
Phone: 417-546-7281 / FAX: 417-546-3931
rone@co.taney.mo.us

Commodity Title: **REAL ESTATE CLOSING SERVICES**

**PLEASE MARK YOUR ENVELOPE "SEALED PROPOSAL #201307-231"
RETURN ONE (1) ORIGINAL AS WELL AS A DIGITAL CD COPY, or THREE (3) HARD COPIES.**

Proposal Submission Address and Deadline

Day / Date: **Monday August 19, 2013**
Time: **2:00 P.M. C.D.T. (No late Proposals will be accepted)**
Location / Mail Address: Taney County Purchasing Department
132 David St. / P. O. Box 1630
Forsyth, MO 65653
Directions: The Purchasing office is located on the second floor of the old courthouse building in downtown Forsyth, between the Commission Offices and the Recorder of Deeds Offices.

Proposal Opening

Day / Date: **Tuesday August 20, 2013**
Time: **9:30 A.M. C.D.T.**
Location / Address: Taney County Commission Hearing Room
132 David Street
Forsyth, MO 65653

The undersigned certifies that they have the authority to bind this company in an agreement to supply the commodity or service in accordance with all terms, conditions, and pricing specified herein or to offer a "no Proposal." Please type or print the information below. Bidder is REQUIRED to complete, sign and return this form with their submittal of Proposal as well as all pages initialed. * An authorized signature is **mandatory**, lack thereof will result in a determination of "Non-Responsive". Also required is a direct email address in order to receive award results. We do not use USPS for direct results notification *only* email. In addition final results will later be posted on our website at: www.taneycounty.org. Please do not call for results.

_____ Company Name		_____ Authorized Person (Print)	
_____ Address		_____ Signature	
_____ City/County/State/Zip		_____ Title	
_____ Telephone #	_____ Fax #	_____ Date	_____ Tax ID #
_____ E-mail		_____ Entity Type (Corporation, LLC, Sole Proprietor, Partnership)	

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MISCELLANEOUS PROPOSAL PROCESS INFORMATION

The Purchasing Department is responsible for the Proposal opening at the time and place noted in the request. If a Vendor is interested in a copy of the Proposal tabulation they must include a direct email address, not website, in order to receive results. Obviously sealed Proposals cannot be emailed so they must either be delivered by hand, courier, or USPS. (Please note USPS concerns on page #3, item #3.)

A formal invitation for Proposal is utilized when the total purchase exceeds \$4,500. The County also uses this method when the life of a term and supply contract is valued more than \$4,500. The Proposal Package will contain well-defined standard technical specifications for the nature of the service or product requested. A formal closing date and time is specified. The Bidder must comply with this requirement in order to be considered for award. All Formal Invitations for Proposal are handled by the Taney County Purchasing Department Technical specifications are the responsibility of the specific requesting department.

Proposal Response Tips:

1. Read ALL Proposal documents immediately upon receipt. Note any special dates or requirements.
2. Contact the Taney County Purchasing Department with any questions relating to the Proposal prior to the Proposal opening. (Email ONLY to: rone@co.taney.mo.us.)
3. Use ink to fill in all blanks. (If I can't read your handwriting your Proposal **will** be rejected.)
4. Remember to supply the required number of copies, marking copies vs. original.
5. Turn your Proposal in as soon as possible. The deadline dates and times are strictly adhered to. The County cannot accept any late Proposals. In the event of only one response the County may reject the entire Proposal and re-let it.
6. Attend pre-Proposal conferences, if any. (Most are Mandatory.)
7. Pay close attention to the terms *must*, *shall*, *should* or *may*. **READ EVERYTHING.**
8. Include an updated **W-9** form completed with your company information and signature.
9. Include, if applicable, current **prevailing wage** considerations within your Proposal.
10. Remember to sign the Proposal sheet as this is mandatory.

Please Note...

There are several steps, requirements and legalities which must be followed when engaging in an effort to respond to any certain Proposal. Here I hope I have served to assist any/all participants in making sure everyone has a fair and pleasant experience with my County. Please keep in mind that it is entirely possible that this sheet, along with all of the other information as detailed within this Proposal, may NOT include everything to cover every possible situation. Should that occur please let me know.

Thank you for your interest in Taney County Missouri.

Sincerely,




A handwritten signature in blue ink that reads "Ron Erickson".

RON ERICKSON
Director of Purchasing
Taney County Missouri

Instructions and General Conditions

1. **Delivery of:** Sealed Proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Taney County Purchasing Office until the Proposal closing date and time indicated herein for furnishing the County with goods, and or, services as detailed in the following Request for Proposal.
2. **Copies:** For the convenience of all a digital – CD copy may be submitted in lieu of three additional hard copies – with the original, as indicated on page #1. If sending all hard copies please mark each to differentiate between the original and the three copies.
3. **Closing:** Sealed Proposals must be delivered before 2:00 P.M. central time on Monday August 19, 2013 to the Taney County Purchasing Department as listed on page one. Bidders should take into account all possible risks of their Proposal not arriving in time when electing to mail in Proposals too close to the above closing date. Often the Post Office leaves a “pick up slip” in our PO Box which may / may not allow us time to retrieve said item. It is the Bidders responsibility, not the county, nor the Post Office – to ensure their sealed Proposals are **delivered** in time – to the Purchasing Department. (Be extra careful when your Proposal response involves a large package or box.)
4. **Late Packages:** The County will not accept any Proposals received after the above listed closing date/time and will consider such late Proposals as **NON-RESPONSIVE**. They will remain on file un-opened.
5. **Opening:** Proposals will be opened publicly at 9:30 AM on Tuesday August 20, 2013 and read aloud. Proposals will be opened publicly in a manner to avoid public disclosure of contents; however, only names of Bidders will be read aloud.
6. **Withdrawals:** Proposals may be withdrawn on written request from the Bidder at the address shown in this RFP prior to the time of acceptance of the Proposal.
7. **Sealed & Marked:** Proposals **must** be submitted in a sealed envelope identified with the Proposal number and dates of closing & opening. List the Proposal number on the outside of the box or envelope and note “Response to Request for Proposal enclosed”. Also include a return name & address. **No fax or electronic transmitted Proposals will be accepted.**
8. **No Bid:** If you do not want to submit a Proposal, please return the *No Proposal Response Form* on page # 6 of this package, and note your reason.
9. **Bidder Expenses:** This County is not responsible for any expenses which proposers may incur in estimating, inspecting, nor preparing and submitting Proposals called for in this Request for Proposal.
10. **Presentations:** The County reserves the right to conduct personal interviews or require presentations of any or all proposers prior to selection. The County will not be liable for any costs incurred by the proposer in connection with such interviews or presentations (i.e. travel accommodations, etc.)
11. **Bid Term:** All Proposals submitted shall be binding, and remain firm for ninety (90) calendar days following the opening. Pricing / Costs submitted within this response **MUST BE HONORED** within that set timeframe. Bidders should NOT respond unless certain on this point.
12. **Bid Rejection:** The Taney County Commission reserves the right to reject any or all Proposals, when such rejection is in the best interest of the County. (Taney County reserves the right to reject any/all bids also.)
13. **Multiple Awards:** Proposals may be awarded to one company or multiple companies; when such award is deemed in the best interest of the County.
14. **Payment Terms:** County standard payment terms are Net 30 after receipt of invoice.
15. **Effective:** This agreement shall take effect upon the approval by the Taney County Commission.
16. **Alterations:** Any alterations, changes, lining out, or margin notes to any of these instructions will result in being determined as non-responsive to this Proposal and thus be disqualified.

Guidelines for Written Questions:

1. All questions regarding this Request for Proposal shall be submitted in writing, **prior to the Proposal opening** and no later than **9:30 AM Monday August 12, 2013**. All questions must be emailed to; **Ron Erickson, Director of Purchasing**. (rone@co.taney.mo.us) as well as the contact listed within this package for technical questions. (See page #6)
2. All such questions will be answered in writing, and such answers will be emailed to all parties who had previously been part of the original DBI (Direct Bid Invitation email.), or had made email contact during the open Bid questioning timeframe. Any given addendum will also be posted on the Taney County Web site at: www.taneycounty.org prior to Proposal opening date. (See #3 below...)
3. Once at our website click on: . Any/all addenda will be attached at the end of the posted Proposal. An indication, in red, will alert visitors as to the presence of any addenda.
4. In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued. Any addendum to this RFP is valid only if in writing and issued by the Taney County Purchasing Department.
5. **Timeline:** The County anticipates a contract award following the evaluation of all Proposal responses within **45 days from the RFP opening date and completion**. These dates are provided for informational purposes and may change as requirements dictate.
6. **Sunshine Laws:** Due to applicable sunshine laws and regulations concerning public documents, all Proposal responses will be considered public information after award and become a part of public record once a contract is issued. At that point releasable to any person or firm that requests it. Requests for copies, of Proposal responses, must be made through the Taney County Clerk's Office (417-546-7202) requiring a Public Service Request Form (PSR). By law charges for time spent as well as a cost per page apply. Payment for copying fees is required prior to the making of copies. (*Section 610.026, RSMo.*)

SCOPE OF WORK
Professional Title Services

Taney County has been working with state and federal agencies to develop and implement programs designed to help homeowners and tenants who experienced damage from flooding in April 2011.

In accordance with the buyout policy, Taney County must procure a qualified title company to complete title searches, provide title insurance, and manage the property closings. Taney County estimates but does not guarantee the acquisition of approximately nine (9) properties, as follows:

1. 166 Foggy River Road
2. 196 Foggy River Road
3. 302 Foggy River Road
4. 318 Foggy River Road
5. 334 Foggy River Road
6. 429 Foggy River Road
7. 515 Foggy River Road
8. 125 Misty Mountain Road
9. 229 Afton Lane

STIPULATIONS

The following stipulations must be used in the closings:

1. Taney County is procuring these services with the permission of the owners. The closings are to be provided to Taney County in sets of two originals for each property. Any requests for copies of these closings must be forwarded to Taney County for decision.
2. All title companies must be licensed in the state of Missouri.
3. All closings must be on HUD or similar forms.
4. Closing instructions will be provided by Taney County.
5. All closings will be cash closings with the Purchaser being Taney County.
6. All properties must be evaluated in a **“pre-flood” condition as of April 1, 2011**, prior to the date of the flooding event.
7. Preliminary HUD closing statement must be submitted to Taney County to request funds for closing from State agency.
8. Title company will be required to provide title search as soon as possible after receipt of order.
9. Title company will be required to prepare warranty deeds.
10. Title company to provide title insurance after closing and recording of necessary documents.
11. Title company will make necessary disbursements at closing.
12. Copy of sales contract with closing instructions will be provided by Taney County.

EVALUATION CRITERIA

The criteria used in evaluating the proposals will include, but are not limited to, the following
(In no particular order of importance):

1. The location, extent and capabilities of the firm(s) represented by the proposer in terms of offices and employees in Taney County;
2. Relevant experience providing similar services to municipalities, companies, or other clients;
3. The proposer's ability and willingness to provide the services desired by the County and demonstrated understanding of the requirements of the County in order to present work product of excellent quality in the desired timeframe;
4. The County's prior experiences, if any, with the proposer and any other factors the County believes would be in its best interest to consider;
5. The rationale for selection provided by the proposer;
6. The proposed payment schedule; and cost.
7. The inclusion of minority and women participation by the proposer's firm(s), including the employees and/or any participation with a minority or woman-owned firm.

PROPOSAL COST TABLE

Do not include Federal Excise Tax or Sales and Use Taxes in Proposal process, as law exempts the County from them.

Title Search	\$ _____	Per Property
Closing Fee	\$ _____	Per Property
Title Commitment	\$ _____	Per Property
Title Insurance	\$ _____	Per Property
Preparation of Warranty Deed	\$ _____	Per Property

Taney County is an equal-opportunity employer and encourages submission of bids from minority and women-owned firms.

Any / all questions concerning this project **must** be directed to:

Bob Atchley
Taney County Planning Administrator / Taney County Floodplain Administrator
P.O. Box 383
207 David Street
Forsyth, MO 65653
Phone: (417) 546-7225
Fax: (417) 546-6861

NO PROPOSAL RESPONSE FORM

NOTE: Complete and return this form only if you do not want to submit a Proposal. If you do not wish to respond to this RFP, please fill this form out and return it to the Purchasing Department by mail or fax.

Thank you...

RFP# 201307-231 Real Estate Closing Services

Business Name:	
Address:	
Telephone:	
Contact Person:	
Date:	
Reason(s) for not Bidding:	

See following pages for Terms & Conditions and other helpful information which apply appropriately as needed specifically to items or services required within this Proposal.



STANDARD TERMS AND CONDITIONS

1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Taney County Department identified in the Request for Proposal and/or Proposal.
2. The Taney County Commission has the right to accept or reject any part or parts of all Proposals, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Taney County reserves the right to award this Proposal on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
3. Bidders must use the Proposal forms provided for the purpose of submitting Proposals, must return the Proposal and Proposal sheets comprised in this Proposal, give the unit price, extended totals, and **sign the Proposal**.
4. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. **Do not include Federal Excise Tax or Sales and Use Taxes in Proposal process, as law exempts the County from them.**
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the Proposal.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Taney will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Bidder from **future** Bidding.
10. Prices must be as stated in units of quantity specified, and must be firm.
11. No Proposal transmitted by fax machine or e-mail will be accepted.
12. The County of Taney, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
13. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms. (Cooperative Purchase.)
14. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular Proposal should be directed to the Purchasing Department prior to Proposal opening.
15. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
16. Should an audit of Contractors invoices – during the term of the Agreement, and any renewals thereof, indicate that Taney County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30 days of being notified of the same.

EXHIBIT A

PRIOR EXPERIENCE

(References of similar services for governmental agencies are preferred)

1. Prior Services Performed for:

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

Description of Prior Services (include dates):

2. Prior Services Performed for:

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

Description of Prior Services (include dates):

3. Prior Services Performed for:

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

Description of Prior Services (include dates):