



**SEDGWICK COUNTY, KANSAS**  
***DIVISION OF FINANCE***

**PURCHASING DEPARTMENT**

525 N. Main, Suite 823 ~ Wichita, KS 67203

Phone: 316 660-7255 Fax: 316 383-7055

<http://sedgwickcounty.org/finance/purchasing.asp>

**REQUEST FOR PROPOSAL**

**#15-0069**

**TAX FORECLOSURE TITLE SEARCH SERVICES**

June 26, 2015

**PURPOSE**

Sedgwick County, Kansas, will be accepting proposals for Tax Foreclosure Title Search Services. It is anticipated that an official contract or purchase order will be issued after Board of County Commission approval of the recommended proposal. It should be noted, however, that the County cannot guarantee the purchase of services/products described herein.

**SUBMITTALS**

Carefully review this Request for Proposal. It provides specific technical information necessary to aid participating Vendors in formulating a thorough response. Should you elect to participate, submit one (1) complete original and one (1) electronic copy (CD or flash drive) of the Proposal Response Form with any supplemental materials to:

ATTN: Kara Kingsley  
Sedgwick County Purchasing Department  
525 N. Main St., Suite 823  
Wichita, KS 67203

SUBMITTALS are due NO LATER THAN 1:45 p.m., CDT, Tuesday July 14, 2015. Responses must be sealed and marked on the lower left-hand corner with the Vendor's name and address, proposal number, and proposal due date. Late or incomplete responses will not be accepted and will not receive consideration for final award.

Proposal responses will be acknowledged and read into record at proposal opening which will occur at 2:00 p.m., on the due date.

**QUESTIONS AND CLARIFICATIONS**

All requests for clarifications of the RFP process and document content should be directed to Kara Kingsley at email [kara.kingsley@sedgwick.gov](mailto:kara.kingsley@sedgwick.gov). Questions are due **in writing** no later than 3 p.m. on July 6, 2015. Any questions of a substantive nature will be responded to in addendum form to be sent no later than 5 p.m. on July 8, 2015.

*Kara Kingsley*  
Kara Kingsley  
Purchasing Agent

*RFP #15-0069*

*Sedgwick County... Working for you*

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## 1. About this Document

This document is a Request for Proposal (“RFP”) issued by Sedgwick County, Kansas (“County”). It differs from a Request for Bid or Quotation in that the County is seeking a solution, as described on the cover page and in the following background information section, not a bid or quotation meeting firm specifications for the lowest price. As such, the lowest price proposed will not guarantee an award recommendation. As defined in Charter Resolution No. 65, Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of the product(s) and/or service(s), of which quality, testing, references, service, and availability or capability, may be overriding factors; Price may not be determinative in the issuance of a contract or award to a vendor who has submitted a proposal (“Vendor”). The proposal evaluation criteria should be viewed as standards that measure how well a vendor’s approach meets the desired requirements and needs of the County. Criteria that will be used and considered in evaluation for award are set forth in this document. The County will thoroughly review all proposals received. The County will also utilize its best judgment when determining whether to schedule a pre-proposal conference before proposals are accepted, or meetings with Vendors after receipt of all proposals. A Purchase Order/Contract will be awarded to a qualified Vendor submitting the best proposal. **Sedgwick County reserves the right to select and subsequently recommend for award the Vendor whose proposed service(s) and/or product(s) best meet its required needs, quality levels and budget constraints.**

The nature of this work is for a public entity and will require the expenditure of public funds and/or use of public facilities. Therefore, the successful Vendor understands that portions (potentially all) of its proposal may become public record at any time after receipt of proposals. Proposal responses, purchase orders and final contracts are subject to public disclosure after award. All confidential or proprietary information should be clearly denoted in proposal responses and responders should understand this information will be considered prior to release. However, no guarantee is made that information will be withheld from public view.

## 2. Background

Sedgwick County, located in south-central Kansas, is the most populous of Kansas’ 105 counties with a population estimated at more than 504,000 persons. It is the sixteenth largest in area, with 1,008 square miles, and reportedly has the second highest per capita wealth among Kansas’ counties. Organizationally, the County is a Commission/Manager entity, employs nearly 2,800 persons, and provides a full range of municipal services, e.g., public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

This contract will serve the County’s Title Search needs as they primarily relate to Tax Foreclosure proceedings. However, this contract may be used by any department for any purpose that falls within the defined Scope of Work. In addition, the County may choose to bid or issue RFPs for like services based on specific project needs, budget, etc.

In 2014, the County requested 1,207 searches and conducted three Sheriff’s Office sales related to the Tax Foreclosure proceedings. The County will generally request title reports for parcels to be included in the upcoming Tax Foreclosure proceedings in the third quarter of each year. The requests will be made in three installments, the timing of which is dependent on the tax sale schedule (June-August). The average installment includes approximately 300-400 parcels. The current contract expires in June; see links below for additional information.

Request For Proposal- [http://www.sedgwickcounty.org/Purchasing/pdf\\_files/13-0039.pdf](http://www.sedgwickcounty.org/Purchasing/pdf_files/13-0039.pdf)

Proposal Tabulation- [http://www.sedgwickcounty.org/Purchasing/bid\\_tabs/13-0039BT.pdf](http://www.sedgwickcounty.org/Purchasing/bid_tabs/13-0039BT.pdf)

### 3. Purpose and Objectives

County desires to select a Vendor to provide Title Search services as they relate to Tax Foreclosure proceedings services.

Broadly stated, the County desires to select:

1. A reputable Vendor to provide Title Search services which align with Federal, State and Local guidelines as they relate to Tax Foreclosure proceedings.
2. A reputable Vendor with optimal experience, education and ability as it relates to the defined Scope of Work.

### 4. Scope of Work and Information Required for Completion of Services

Items listed in this section are requirements for the completion of services under this contract ("Scope of Work").

During the first full week of September, the County will provide to the successful Vendor a list of all properties for which title work is needed. For each parcel identified, the County will include a pin number, a geo-code number, and named owner during the first full week of September. Successful Vendor shall:

1. Complete all title work in an accurate and correct manner and deliver Certificates of Title to the designated County Counsel, in accordance with the timeline designated in writing by the County's Counsel. The timeline will be based on the tax sale cycle. The successful Vendor must complete title work on the first installment within 60 days of delivery of the list of properties. Thereafter, each additional installment must be completed in 60 day intervals.
2. Provide the County with one original and one copy of a properly certified Certificate of Title covering the subject properties at the completion of work. Any information obtained concerning Buildings on Leased Ground may not be information "of record," and a statement should be included that such information is an abstractor's note only.
3. The County will provide the successful Vendor with an Excel spreadsheet containing specific information from County tax rolls for each parcel, including parcel pin number, owner of record, geo-code, tax roll (mailing) address, legal description, common address (if known), and information on past due taxes. Successful Vendor shall use this spreadsheet and add the additional information set forth below in the "Information Required for Completion of Services" section.
4. Ensure that if the search reveals evidence of an incorrect or questionable legal description and/or ownership of property as shown on current County tax rolls, the successful Vendor will "flag" the certificate and provide findings with film/page number or book/page number and a short statement of explanation.
5. Be liable to County for all errors and omissions in the title work, and agree to indemnify and hold the County harmless for any damages arising from the successful Vendor's errors or omissions. Abstractor shall ensure that if needed corrections are found or deemed necessary by the County, the successful Vendor will provide a corrected certificate at no additional cost to the County.
6. Provide, for purposes of notice, current addresses for all owners, heirs, lien-holders and any party having or claiming an interest in the property. Search must be documented and include a minimum of three (3) types of outlets not including address on file from County Tax Roll.
7. In the event parcels have been annexed and retain an old property pin number in addition to the reassigned pin number, the parties agree that Contractor shall be paid a fee of one and one-half (1 ½) times the normal per parcel title certificate fee for the certification of that parcel.

The Certificate of Title made and provided to the County by the abstractor will not purport to be an examination of all instruments and proceedings in the chain of title to the subject properties; that such certificates will not be a guarantee of title and that the abstractor making such certificates will not be liable for defects in the title to the subject properties.

## **Information Required for Completion of Services**

Upon receipt of the Excel spreadsheet containing information relevant to each parcel for which title work is needed, the successful Vendor shall insert into the spreadsheet the information listed below. An example of spreadsheet entries is attached as Appendix B. Your response should include, but is not necessarily limited to, the following:

1. The name(s) and current or last known address(es), including mailing address if different from a residence address, of *all* property owners, heirs, trustees, administrators, executors, lien-holders, and to the extent actually known, any party having or claiming to have any interest in the property.
2. The name(s) and current or last known address(es), if available, of any person who may potentially hold a remainder, reversionary, contingent or beneficial interest in the subject property.
3. The name(s) and current or last known address(es), if available, of any person identified as a beneficiary in a Transfer on Death Deed (TODD) or equivalent instrument.
4. The title, case number, nature of case and opposing counsel of record in any state or federal action whereby (1) title to the subject real property is or may be affected or (2) a judgment lien is or may be created which affects the subject real property. The name(s) and current addresses, including mailing address if different from a residence address, of all plaintiffs and defendants in each such action.
5. Any mortgages, judgments, suits pending, executions, lis pendens, mechanics' liens, tax liens and bankruptcy proceedings affecting the subject property or the grantee of the last conveyance purporting to transfer title to the subject property. The record of bankruptcy proceedings will include the bankruptcy case number, the names of the petitioner(s) and the trustees
6. For those properties designated BLGs (buildings on leased ground) in County records, the name(s) of the land owner(s), any lease of record and the key number(s) of the land(s) on which the building is situated. The County Appraiser will provide information on BLG's, including cross-referencing as to the land key number.

In way of further explanation, except as may be specifically described in this section, the information to be provided is substantially similar to that set forth in certificates of title used by attorneys to foreclose a mortgage or mechanics' lien.

## **5. Minimum Vendor Requirements and Product Specifications**

This section lists the criteria to be considered in evaluating the ability of Vendors interested in providing the service(s) and/or product(s) specified in this RFP. Vendors must meet or exceed these qualifications to be considered for award. Any exceptions to the requirements listed should be clearly detailed in Vendor's response. Vendors shall:

1. Have a minimum of five (5) years experience in providing services similar to those specified in this RFP.
2. Have an understanding of industry standards and best practices.
3. Have experience in managing projects of comparable size and complexity to that being proposed.
4. Have knowledge of and comply with all currently applicable, and as they become enacted during the contract term, federal, state and local laws, statutes, ordinances, rules and regulations, including licensure requirements. All laws of the State of Kansas, whether substantive or procedural, shall apply to the contract, and all statutory, charter, and ordinance provisions that are applicable to public contracts in the County shall be followed with respect to the contract.
5. Municipal and County government experience is desired, however, the County will make the final determination based on responses received and the evaluation process.
6. Have the capacity to acquire all bonds, escrows or insurances as outlined in the terms of this RFP.

## 6. Selection Criteria

The selection process will be based on the responses to this solicitation document. Proposals will be screened by a review committee. This committee may select a limited number of prospective Vendors to short-list for interview.

The County will judge each response on the following criteria (listed in no particular order):

1. Meeting or exceeding all solicitation conditions and instructions as outlined herein to include clarity, completeness, and comprehensiveness of the response.
2. Ability to meet or exceed all requirements and scope of work.
3. Proven ability to provide high quality service.
4. Qualifications and expertise based on previous work completed, in addition to anticipated work.
5. Number and availability of staff to meet the needs of Scope of Work and typical timeline.
6. The most advantageous and prudent methodology and costs as determined by the County.

Any final negotiations for services and terms and conditions will be based, in part, on the vendor's method of providing the service and the fee schedule achieved through discussions and agreement with the County's review committee. The County is under no obligation to accept the lowest priced proposal and reserves the right to further negotiate services and costs that are proposed. The County also reserves the sole right to recommend for award the proposal and plan that it deems to be in its best interest.

## 7. Request for Proposal Timeline

The following dates are provided for information purposes and are subject to change without notice. Contact Kara Kingsley, [kara.kingsley@sedgwick.gov](mailto:kara.kingsley@sedgwick.gov), to confirm any and all dates.

Distribution of Request for Proposal to interested parties	June 26, 2015
Clarification, Information and Questions submitted in writing by 3:00 p.m. CDT	July 6, 2015
Addendum Issued	July 8, 2015
Sealed Proposal due before 1:45pm CDT	July 14, 2015
Evaluation Period	7/14 to 7/16
Board of Bids and Contracts Recommendation	July 16, 2015
Board of County Commission Award	July 22, 2015

## 8. Contract Period and Payment Terms

The contract period with the successful Vendor shall begin immediately following formal approval of the Board of County Commissioners and continue for a period of one (1) year. The County may, at its own option, offer to extend the contract for two (2) 1-year periods for the terms and prices proposed or as negotiated. Any change in law that will affect the terms, conditions, or costs subsequent to contract initiation will be negotiated on an as needed basis with Sedgwick County maintaining the final right of approval to determine applicability.

Payment schedule will be 75% paid at completion of work on each installment and 25% after confirmation of each sale and disbursement of sales proceeds. Invoices must be submitted for payment. No payment will be made for certificates that pertain to properties that are dismissed from cases or held from sales as a result of errors or omissions in the certificates.

Liquidated damages in the amount of one percent (1%) per certificate for each day that the specified work is not completed past the agreed upon scheduled delivery date to the satisfaction of the County will be deducted from the final payment.

Payments for all specified service(s) and/or products to the successful Vendor will be made with the following criteria taken into consideration:

1. Successful completion or delivery of the service(s) or product(s) requested;
2. Completion of any necessary forms and/or service results;
3. Receipt of a detailed invoice, emailed to [ap\\_invoices@sedgwick.gov](mailto:ap_invoices@sedgwick.gov) or faxed to 316-941-5127.

## 9. Sedgwick County's Responsibilities

1. Provide timely payment of undisputed invoices in ACH form.
2. Provide information, as legally allowed, in possession of the County, which relates to the County's requirements or which is relevant to this project.
3. Designate a person to act as the County Contract Manager with respect to the work to be performed under this contract.

## 10. Insurance Requirements

<b>Workers' Compensation:</b>	
Applicable coverage per State Statutes	
<b>Employer's Liability Insurance:</b>	\$100,000.00
<b>Commercial General Liability Insurance:</b>	
<b>Bodily Injury:</b>	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
<b>Property Damage:</b>	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
<b>Personal Injury:</b>	
Each Occurrence	\$500,000.00
General Aggregate	\$500,000.00
<b>Automobile Liability-Owned, Non-owned and Hired</b>	
Each Occurrence Bodily Injury and Property damage	\$500,000.00
General Aggregate	\$500,000.00
<b>Professional Liability If required</b>	

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. Vendor shall furnish a certificate evidencing such coverage, with County listed as an additional insured, except for professional liability, workers' compensation and employer's liability. Certificate shall be provided with proposal submittals. The certificate shall remain in force during the duration of the project/services and will not be canceled, reduced, modified, limited, or restricted until thirty (30) days after County receives written notice of such change. All insurance must be with an insurance company with a minimum BEST rating of A-VIII and licensed to do business in the State of Kansas. It is the responsibility of Vendor to require that any and all approved subcontractors meet the minimum insurance requirements. Vendor shall obtain the above referenced certificate(s) of insurance, and in accordance with this Agreement, provide copies of such certificates to County.

## 11. Indemnification

To the fullest extent of the law, the Vendor, its subcontractors, agents, servants, officers or employees shall indemnify and hold harmless Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the Vendor during the Vendor's performance of the agreement or any other agreements of the Vendor entered into by reason thereof. The Vendor shall indemnify and defend Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence, and/or willful, wanton or reckless acts or omissions of the Vendor, its subcontractors, agents, servants, officers, or employees and any and all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs and reasonable attorney fees. This indemnification shall not be affected by any other portions of the agreement relating to insurance requirements. The Vendor agrees that it will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

## 12. Confidential Matters and Data Ownership

The successful vendor agrees all data, records and information, which the vendor, its agents and employees, which is the subject of this proposal, obtain access, remains at all times exclusively the property of Sedgwick County. The successful vendor agrees all such data, records, plans and information constitutes at all times proprietary information of Sedgwick County. The successful vendor agrees that it will not disclose, provide, or make available any of such proprietary information in any form to any person or entity. In addition, the successful vendor agrees it will not use any names or addresses contained in such data, records, plans and information for the purpose of selling or offering for sale any property or service to any person or entity who resides at any address in such data. In addition, the successful vendor agrees it will not sell, give or otherwise make available to any person or entity any names or addresses contained in or derived from such data, records and information for the purpose of allowing such person to sell or offer for sale any property or service to any person or entity named in such data. Successful vendor agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County's proprietary information from disclosure to third parties as with successful vendor's own proprietary and confidential information. **Vendor agrees that all data, regardless of form that is generated as a result of this Request for Proposal is the property of Sedgwick County.**

## 13. Final Considerations

1. For purposes of addressing questions concerning this RFP or for seeking alternative contract terms, the sole contact will be the County's Purchasing Department. Upon issuance of this RFP, employees and representatives (including elected officials) of the County must not be contacted regarding this RFP process. Failure to observe this restriction may result in disqualification of any Vendor response. This restriction does not preclude discussions between affected parties for the purpose of conducting business unrelated to this procurement.
2. The County will not consider the submission of unsolicited, additional terms, after the response deadline. This RFP and all written material received from the successful Vendor will be incorporated into the contract between the County and the Vendor unless specifically superseded in the signed contract. All information becomes the property of the County and will be subject to the Kansas Open Public Records Act.
3. The County will not be liable for any costs incurred by Vendors in the preparation and presentation of information submitted in response to the RFP or in the participation in demonstrations.
4. The County will not recognize any assignment or transfer of interest in the contract without written notice to and written acceptance by the County.
5. If Partnerships and/or subcontracting is used in order to meet the requirements and scope of work in this RFP, a prime Vendor should be identified and the partners and subcontractors should be listed along with a statement of who will be responsible for providing what service, and a statement of the nature of any legal relationship. The proposal response should clearly delineate who will be the prime Vendor for contracting purposes.
6. The terms outlined in this RFP must be guaranteed up to and through the negotiation of the final contract.

## 14. Proposal Conditions

All times indicated in this solicitation document are central standard/central daylight as applicable.

In submitting a response to this Request for Proposal, Vendors hereby understand the following as applicable:

<http://www.sedgwickcounty.org/purchasing/RfqRfq/rfpcond.pdf>

## 15. General Contract Provisions

In submitting a response to this Request for Proposal, Vendors hereby understand the following as applicable:

[http://www.sedgwickcounty.org/purchasing/pdf\\_files/General\\_Contract\\_Provisions.pdf](http://www.sedgwickcounty.org/purchasing/pdf_files/General_Contract_Provisions.pdf)



## APPENDIX A - QUESTIONNAIRE FORM

In your response document, respond to all questions and requests listed below. Please precede your answer with a copy of the question. A copy of the questionnaire will be provided in WORD format for ease of completion. Please note that in the case of a discrepancy this document will prevail.

1. Provide a brief description of your firm, including qualifications, experience, depth of staff, and other pertinent information necessary to demonstrate your ability to perform outlined services.
2. Provide contact name, title, qualifications, phone number and e-mail address of lead professional personnel which will be assigned to Sedgwick County.
3. Provide detailed explanation of the proposed approach to the work outlined in this Request for Proposal. Include information on rework processes and quality control checks. Provide a resume of the project manager for this assignment.
4. Identify special licensing or registrations held by professional(s) assigned to this account. Include copies of required licensure as applicable to services under identified Scope of Work.
5. Provide a list of four (4) current client references, including organization, address, and date of services, scope of services, contact person, telephone number and an email address. List should include services over the past three (3) years, of similar size and scope of services.
6. Discuss any current, local, state or federal violations and any ongoing litigation that may cause conflicts or affect your ability to provide service.
7. Provide insurance certificate.
8. Provide detailed information regarding exception to any requirement, scope of work, term or condition within solicitation.

**APPENDIX B - SAMPLE SPREADSHEET ENTRIES**

This information is supplemental to Section “4” titled **Scope of Work and Information Required for Completion of Services**.

You will be provided with an Excel spreadsheet of the parcels in each tax foreclosure action.

You will need to add Vesting Owners of Record, Vesting Deed Info, and any liens, judgments or Pending Suits. (Checking for correct spelling, a/k/a, f/k/a, etc.)

PARCEL	Pin	Owner	Code	Mailing Address	City, State, ZIP	Description	Situs Address	Situs City	Situs Zip	Tax Year	Tax	Fee	Interest	Total
5	00100380	WALKER DOUGLAS	A 01120	1142 LEWELLEN	WICHITA KS 67203-3569	N 15 FT LOT 1039 & S 15 FT LOT 1041 LEWELLEN AVE. GREIFFENSTEIN'S	1142 N LEWELLEN AVE	WICHITA	67203	2013	554.19	16.00	21.01	591.20
		<b>Vesting Owners of Record:</b>	Douglas Walker (NOTE: Company believes Douglas Walker is deceased however no proof of death has been filed of public record)							2012	553.41	16.00	55.53	624.94
		<b>Vesting Deed Info:</b>	Quit Claim Deed dated April 23, 1998, recorded April 24, 1998, on Film 1780, Page 912 executed by Angelee G. Walker, a single person to Douglas Walker							2011	528.37	16.00	90.62	634.99
		Sedgwick County District Court Case 97D 00821 entitled Angelee G. Walker, Petitioner -vs- Douglas R. Walker, Respondent. Wherein the Respondent is ordered to pay child support. The Court Trustee filed a Renewal Affidavit for past due support May 6, 2010. Megan Campbell, Deputy Court Trustee, Office of the Court Trustee 525 N. Main, STE 7 West, Wichita, KS 67203.							2010	506.46	16.00	123.66	646.12	
		Kansas State Tax Lien 13ST13091C filed April 23, 2013 against Douglas R. Walker in the original amount of \$2,877.81 plus costs and interest. Kansas Department of Revenue PO Box 12005, Topeka, KS 66612-2005.												

Any additional addresses for owners of record need to be provided as well.

If an owner is deceased or believed deceased provide names and addresses for heirs.

If the owner is a company/business please provide the name and address of the Resident Agent. (See Sample)

15	00101982	LEAF INVESTORS INC	A 02555	PO BOX 435	ROSE HILL KS 67133-0435	E 8 FT LOT 72 BLOCK 8 CAREY PARK ADD				2012	1.45	16.00	0.17	17.62
		<b>Vesting Owners of Record:</b>	Leaf Investors, Inc. (Resident agent Debra J. Grindstaff- 616 Jefferson, Sedgwick, KS 67135)							2011	1.45	-	0.27	1.72
		<b>Vesting Deed Info:</b>	Quit Claim Deed dated February 8, 2010, recorded February 18, 2010, on Doc.#/FLM-PG: 29123396 executed by Kimberly D. Smith, a single person to Leaf Investors, Inc.							2010	1.44	16.00	0.38	17.82
		No Liens, Judgments or Pending Suits												

The Doc #/FLM-PG, original amount and date lien filed should be provided on all tax liens.

148	00121565	JACKSON MORTUARY INC	B 02863	1125 E 13TH	WICHITA KS 67214-1405	W 17 FT LOT 22-ALL LOTS 23-24 EXC S 55 FT FRISCO NOW 9TH. ST. TILFORD'S				2013	57.90	16.00	2.20	76.10
		<b>Vesting Owners of Record:</b>	Jackson Mortuary, Inc. (Resident Agent- Michael Jackson same address as listed above)							2012	57.92	16.00	5.81	79.73
		<b>Vesting Deed Info:</b>	Sheriff's Deed dated August 12, 1993, recorded December 6, 1993, on Film 1397, Page 274 executed by the Sedgwick County Sheriff to Jackson Mortuary, Inc.							2011	57.76	16.00	9.91	83.67
		Notice of Federal Tax Lien filed January 4, 2006, on Doc.#/FLM-PG: 28745805 against Jackson Mortuary, Inc., in the original amount of \$188,975.17 Department of the Treasury- Internal Revenue Service Center, Fresno, CA 93888-0099							2010	57.64	16.00	14.07	87.71	
		Notice of Federal Tax Lien filed January 4, 2006 on Doc.#/FLM-PG: 28745806 against Jackson Mortuary, Inc., in the original amount of \$21,607.35 Department of the Treasury- Internal Revenue Service Center, Fresno, CA 93888-0099												
		Notice of Federal Tax Lien filed December 21, 2010, on Doc.#/FLM-PG: 29190518 against Jackson Mortuary, Inc., in the original amount of \$56,216.35 Department of the Treasury- Internal Revenue Service Center, Fresno, CA 93888-0099												

There will be a due date for providing the completed information for each case which is key to the timeline of events leading up to the sheriff sale.

**PROPOSAL RESPONSE FORM**

**#15-0069**

**TAX FORECLOSURE TITLE SEARCH SERVICES**

The undersigned, on behalf of the Vendor , certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a proposal on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the Vendor is entered; (4) they have read the complete Request for Proposal and understands all provisions; (5) if accepted by the County, this proposal is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted proposal will be their responsibility.

**NAME** \_\_\_\_\_

**DBA/SAME** \_\_\_\_\_

**CONTACT** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **CITY/STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**PHONE** \_\_\_\_\_ **FAX** \_\_\_\_\_ **HOURS** \_\_\_\_\_

**STATE OF INCORPORATION or ORGANIZATION** \_\_\_\_\_

**COMPANY WEBSITE ADDRESS** \_\_\_\_\_ **E-MAIL** \_\_\_\_\_

**NUMBER OF LOCATIONS** \_\_\_\_\_ **NUMBER OF PERSONS EMPLOYED** \_\_\_\_\_

**TYPE OF ORGANIZATION:** Public Corporation \_\_\_\_\_ Private Corporation \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_

LLC \_\_\_\_\_ LLP \_\_\_\_\_ Not For Profit Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Other (Describe): \_\_\_\_\_

**BUSINESS MODEL:** Small Business \_\_\_\_\_ Manufacturer \_\_\_\_\_ Distributor \_\_\_\_\_ Retail \_\_\_\_\_

Dealer \_\_\_\_\_ Other (Describe): \_\_\_\_\_

**FEIN/SS #** \_\_\_\_\_ **W-9 included** \_\_\_\_\_

**Not a Minority Owned Business:** \_\_\_\_\_ **Minority-Owned Business:** \_\_\_\_\_ **Certification #** \_\_\_\_\_

African American \_\_\_ Asian \_\_\_ Hispanic \_\_\_ Native American \_\_\_ Other \_\_\_ Woman-Owned Business \_\_\_

**ARE YOU REGISTERED TO DO BUSINESS IN THE STATE OF KS:** \_\_\_\_\_ Yes \_\_\_\_\_ No

**ACKNOWLEDGE RECEIPT OF ADDENDA:** All addendum(s) are posted to our RFQ/RFP web page and it is the Vendor's responsibility to check and confirm all addendum(s) related to this document by going to

[www.sedgwickcounty.org/finance/purchasing.asp](http://www.sedgwickcounty.org/finance/purchasing.asp) .

NO. \_\_\_\_\_, DATED \_\_\_\_\_; NO. \_\_\_\_\_, DATED \_\_\_\_\_; NO. \_\_\_\_\_, DATED \_\_\_\_\_

- Yes, I would like to be on the emergency vendor list.**
- No, I would not like to be on the emergency vendor list.**

**After Hours Phone #:** \_\_\_\_\_ **Emergency Contact Name:** \_\_\_\_\_

**After Hours Fax #:** \_\_\_\_\_

**PRICING INFORMATION**

1. I/We, propose to furnish the services as described herein per requirements and specifications for a unit price per title certificate of \$ \_\_\_\_\_

Cost must be all inclusive of all terms, conditions, and scope within this solicitation.

In submitting a response to this document, Vendor acknowledges acceptance of all sections of the entire document and has clearly delineated and detailed any exceptions.

Signature \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ Dated \_\_\_\_\_

*RFP #15-0069*

*Sedgwick County... Working for you*