



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

***Purchasing Department***

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

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

[https://www.sedgwickcounty.org/finance/purchasing/  
requests-for-bid-and-proposal/](https://www.sedgwickcounty.org/finance/purchasing/requests-for-bid-and-proposal/)

**REQUEST FOR PROPOSAL  
RFP #21-0068  
TAX FORECLOSURE TITLE SEARCH SERVICES**

**October 18, 2021**

Sedgwick County, Kansas (hereinafter referred to as “county”) is seeking a firm or firms to provide tax foreclosure title search services. If your firm is interested in submitting a response, please do so in accordance with the instructions contained within the attached Request for Proposal. Responses are due no later than 1:45 pm CST, November 9, 2021.

**All contact concerning this solicitation shall be made through the Purchasing Department.** Bidders shall not contact county employees, department heads, using agencies, evaluation committee members or elected officials with questions or any other concerns about the solicitation. Questions, clarifications and concerns shall be submitted to the Purchasing Department in writing. Failure to comply with these guidelines may disqualify the Bidder’s response

Sincerely,

**Jaimee Witmer  
Purchasing Agent**

JW/ch

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## **I. About this Document**

This document is a Request for Proposal. 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. 68, 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, availability or capability, may be overriding factors, and price may not be determinative in the issuance of a contract or award. 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 proposed service(s) and/or product(s) which best meets 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 proposer will understand that portions (potentially all) of their 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.

## **II. Background**

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas' 105 counties with a population estimated at more than 514,000 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 2,500 persons, and hosts or 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 2020, the county requested 570 searches and conducted two (2) 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 two (2) installments, the timing of which is dependent on the tax sale schedule (May-August). The average installment includes approximately 250 - 350 parcels.

## **III. Project Objectives**

Sedgwick County, Kansas (hereinafter referred to as "county") is seeking a firm or firms to provide tax foreclosure title search services. The following objectives have been identified for this contract:

1. Acquire tax foreclosure title search services meeting the parameters, conditions and mandatory requirements presented in the document.
2. Establish contract pricing with the vendor that has the best proven "track-record" in performance, service and customer satisfaction.
3. Acquire tax foreclosure title search services with the most advantageous overall cost to the county.

#### IV. Submittals

Carefully review this Request for Proposal. It provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, submit one (1) original **AND** one (1) electronic copy (.PDF/Word supplied on a flash drive) of the entire document with any supplementary materials to:

Jaimee Witmer  
Sedgwick County Purchasing Department  
525 N. Main, Suite 823  
Wichita, KS 67203

SUBMITTALS are due **NO LATER THAN 1:45 pm CST, TUESDAY, November 9, 2021**. Responses must be sealed and marked on the lower left-hand corner with the firm 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. Bids/proposals that arrive late due to the fault of the U.S. Postal Service, United Parcel Service, DHL, FedEx, any delivery/courier service, or any other carrier of any sort are still considered late and shall not be accepted by the county.

Proposal responses will be acknowledged and read into record at Bid Opening, which will occur at 2:00 pm CST, on the due date. No information other than the respondent's name will be disclosed at Bid Opening.

#### V. 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 30 day intervals.
2. Provide the county with one (1) original and one (1) 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 (BLG) may not be information "of record," and a statement should be included that such information is a vendor'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. Vendor 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 vendor 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 vendor 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 vendor 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. This includes identification of individuals who hold a future interest by way of a transfer on death deed, or other contingent interest, regardless of whether that interest has vested.
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 all 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, and all counsel entered on their behalf.
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. All probate actions, identified by title and case number, for any owner or individual with an interest in the subject property. Identify all counsel of record who either initiated the original probate proceedings or who have entered an appearance in the probate proceedings.
7. For those properties designated BLG 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, 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.

**VI. Sedgwick County’s Responsibilities**

- Provide information, as legally allowed, in possession of the county, which relates to the county’s requirements or which is relevant to this project.
- Designate a person to act as the County Contract Manager with respect to the work to be performed under this contract.
- County reserves the right to make inspections at various points of the project. Contractor agrees to openly participate in said inspections and provide information to the county on the progress, expected completion date and any unforeseen or unexpected complications in the project.

**VII. Proposal Terms**

**A. Questions and Contact Information**

Any questions regarding this document must be submitted in writing to Jaimee Witmer at [Jaimee.Witmer@Sedgwick.gov](mailto:Jaimee.Witmer@Sedgwick.gov) by 5:00 pm CDT, Monday, October 25, 2021. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at <https://www.sedgwickcounty.org/finance/purchasing/requests-for-bid-and-proposal/> under the Documents column associated with this RFP number by 5:00 pm CDT, Monday, November 1, 2021. Firms are responsible for checking the website and acknowledging any addenda on their proposal response form.

**B. Minimum Firm Qualifications**

This section lists the criteria to be considered in evaluating the ability of firms interested in providing the service(s) and/or product(s) specified in this Request for Proposal. Firms must meet or exceed these qualifications to be considered for award. Any exceptions to the requirements listed should be clearly detailed in proposer’s response. Proposers shall:

1. Have a minimum of 10 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. 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.

**C. Evaluation Criteria**

The selection process will be based on the responses to this RFP. County staff will judge each response as determined by the scoring criteria below. Purchasing staff are not a part of the evaluation committee.

Component	Points
a. Demonstrated ability to perform the scope of work	20
b. Process and strategy for providing required services	20
c. Cost competitiveness	20
d. Qualifications and references	20
e. Response and thoroughness and completeness	20
Total Points	100

Assume the following cost proposals (**examples only**)

- A. \$50,000.00
- B. \$38,000.00
- C. \$49,000.00

Company B with a total price of \$38,000.00 is the low offer. Take the low offer and divide each of the other offers into the low offer to calculate a percentage. This percentage is then multiplied by the number of points available for the cost. In this case, 10 points are allocated to cost.

- A. \$38,000.00 divided by \$50,000.00 =.76                    .76\*10                    7.6 points
- B. \$38,000.00 divided by \$38,000.00 =1.00                    1.00\*10                    10 points
- C. \$38,000.00 divided by \$49,000.00= .77                    .77\*10                    7.7 points

Any final negotiations for services, terms and conditions will be based, in part, on the firm’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.

The county reserves the right to reject all proposals. All proposals, including supporting documentation shall become the property of Sedgwick County. All costs incurred in the preparation of this proposal shall be the responsibility of the firm making the proposals. Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed service which best meets its required needs, quality levels and budget constraints.

D. [Request for Proposal Timeline](#)

The following dates are provided for information purposes and are subject to change without notice. Contact the Purchasing Department at (316) 660-7255 to confirm any and all dates.

Distribution of Request for Proposal to interested parties	<b>October 18, 2021</b>
Questions and clarifications submitted in writing by 5:00 pm CST	<b>October 25, 2021</b>
Addendum Issued by 5:00 pm CST	<b>November 1, 2021</b>
Sealed Proposal due before 1:45 pm CST	<b>November 9, 2021</b>
Evaluation Period	<b>November 10, 2021-December 1, 2021</b>
Board of Bids and Contracts Recommendation	<b>December 9, 2021</b>
Board of County Commission Award	<b>December 15, 2021</b>

E. [Contract Period and Payment Terms](#)

A contractual period will begin following Board of County Commissioners (BoCC) approval of the successful firm(s) and continue for a period of one (1) year with two (2) one (1) year options to renew.

County may cancel its obligations herein upon thirty-day (30) prior written notice to the other party. It is understood that funding may cease or be reduced at any time, and in the event that adequate funds are not available to meet the obligations hereunder, either party reserves the right to terminate this agreement upon thirty (30) days prior written notice to the other. Payment will be remitted following receipt of monthly detailed invoice.

Payment and Invoice Provisions

[https://www.sedgwickcounty.org/media/39239/payment\\_and\\_invoice\\_provisions.pdf](https://www.sedgwickcounty.org/media/39239/payment_and_invoice_provisions.pdf)

F. [Insurance Requirements](#)

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. If required, contractor’s professional liability/errors and omissions insurance shall (i) have a policy retroactive date prior to the date any professional services are provided for this project, and (ii) be maintained for a minimum of 3 years past completion of the project. Contractor shall furnish a certificate evidencing such coverage, with county listed as an additional insured including both ongoing and completed operations, except for professional liability, workers’ compensation and employer’s liability. **Certificate shall be provided prior to award of contract.** 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 (**must be acknowledged on the bid/proposal response form**).

**NOTE:** If any insurance is subject to a deductible or self-insured retention, written disclosure must be included in your proposal response and also be noted on the certificate of insurance.

It is the responsibility of contractor to require that any and all approved subcontractors meet the minimum insurance requirements.

<b>Workers’ Compensation:</b>	
Applicable coverage per State Statutes	
<b>Employer’s Liability Insurance:</b>	\$500,000.00
<b>Commercial General Liability Insurance (on form CG 00 01 04 13 or its equivalent):</b>	
Each Occurrence	\$1,000,000.00
General Aggregate, per project	\$2,000,000.00
Personal Injury	\$1,000,000.00
Products and Completed Operations Aggregate	\$2,000,000.00
<b>Automobile Liability:</b>	
Combined single limit	\$500,000.00
<b>Umbrella Liability:</b>	
Following form for both the general liability and automobile	
<input type="checkbox"/> <b>Required</b> / <input checked="" type="checkbox"/> <b>Not Required</b>	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
<b>Professional Liability/ Errors &amp; Omissions Insurance:</b>	
<input checked="" type="checkbox"/> <b>Required</b> / <input type="checkbox"/> <b>Not Required</b>	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
<b>Pollution Liability Insurance:</b>	
<input type="checkbox"/> <b>Required</b> / <input checked="" type="checkbox"/> <b>Not Required</b>	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00

**Special Risks or Circumstances:**

*Entity reserves the right to modify, by written contract, these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.*



G. [Indemnification](#)

To the fullest extent of the law, the provider, its subcontractor, 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 provider during the provider's performance of the agreement or any other agreements of the provider entered into by reason thereof. The provider 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 provider, its subcontractor, 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's fees. This indemnification shall not be affected by any other portions of the agreement relating to insurance requirements. The provider agrees that it will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

H. [Confidential Matters and Data Ownership](#)

The successful proposer agrees all data, records and information, which the proposer, 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 proposer agrees all such data, records, plans and information constitutes at all times proprietary information of Sedgwick County. The successful proposer 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 proposer 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 proposer 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 proposer 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 proposer's own proprietary and confidential information. Proposer agrees that all data, regardless of form that is generated as a result of this Request for Proposal is the property of Sedgwick County.

I. [Proposal Conditions](#)

<https://www.sedgwickcounty.org/media/31338/proposal-terms-conditions.pdf>

General Contract Provisions

<https://www.sedgwickcounty.org/media/31337/general-contractual-provisions.pdf>

Mandatory Contract Provisions

<https://www.sedgwickcounty.org/media/31336/mandatory-contractual-provisions.pdf>

Independent Contractor

<https://www.sedgwickcounty.org/media/54780/independent-contractor-addendum.pdf>

Sample Contract

<https://www.sedgwickcounty.org/media/39236/sample-contract.pdf>

Federal Certifications Addendum Sedgwick County

<https://www.sedgwickcounty.org/media/59719/federal-certifications-addendum-updated-for-changes-to-ug-11-12-2020-no-signature-line.pdf>

### **VIII. Required Response Content**

All proposal submissions shall include the following:

1. Firm profile: the name of the firm, address, telephone number(s), contact person, year the firm was established, and the names of the principals of the firm.
2. The firm's relevant experience, notably experience working with government agencies.
3. At minimum, three (3) professional references, besides Sedgwick County, with email addresses, telephone numbers, and contact persons where work has been completed within the last three years.
4. 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.
5. 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.
6. A disclosure of any personal or financial interest in any properties in the project area, or any real or potential conflicts of interest with members of the Sedgwick County Board of County Commissioners or county staff.
7. A description of the type of assistance that will be sought from county staff, including assistance required from the county to lessen the costs of this project.
8. Proof of insurance meeting minimum insurance requirements as designated herein.
9. Discuss any current, local, state or federal violations and any ongoing litigation that may cause conflicts or affect your ability to provide service.
10. Those responses that do not include all required forms/items may be deemed non-responsive.

**IX. Response Form**

**REQUEST FOR PROPOSAL  
RFP #21-0068**

**TAX FORECLOSURE TITLE SEARCH SERVICES**

The undersigned, on behalf of the proposer, 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 proposer 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 \_\_\_\_\_

WEBSITE ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

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

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

Partnership \_\_\_\_\_ Other (Describe): \_\_\_\_\_

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

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

Not a Minority-Owned Business: \_\_\_\_\_ Minority-Owned Business: \_\_\_\_\_ (Specify Below)

\_\_\_\_\_ African American (05) \_\_\_\_\_ Asian Pacific (10) \_\_\_\_\_ Subcontinent Asian (15) \_\_\_\_\_ Hispanic (20)

\_\_\_\_\_ Native American (25) \_\_\_\_\_ Other (30) - Please specify \_\_\_\_\_

Not a Woman-Owned Business: \_\_\_\_\_ Woman-Owned Business: \_\_\_\_\_ (Specify Below)

\_\_\_\_\_ Not Minority -Woman Owned (50) \_\_\_\_\_ African American-Woman Owned (55) \_\_\_\_\_ Asian Pacific-Woman Owned (60)

\_\_\_\_\_ Subcontinent Asian-Woman Owned (65) \_\_\_\_\_ Hispanic Woman Owned (70) \_\_\_\_\_ Native American-Woman Owned (75)

\_\_\_\_\_ Other – Woman Owned (80) – Please specify \_\_\_\_\_

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

INSURANCE REGISTERED IN THE STATE OF KS WITH MINIMUM BEST RATING OF A-VIII: \_\_\_\_\_ Yes \_\_\_\_\_ No

**ACKNOWLEDGE RECEIPT OF ADDENDA:** All addendum(s) are posted to our RFB/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 \_\_\_\_\_

In submitting a proposal, vendor acknowledges all requirements, terms, conditions, and sections of this document. Proposal submission format should be by order in which sections are listed throughout the document. All minimum and general requirements should be specifically addressed and detailed in proposer's response. **Exceptions to any part of this document should be clearly delineated and detailed.**

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

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

**APPENDIX A - 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 13ST1309IC 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													

**APPENDIX A - SAMPLE SPREADSHEET ENTRIES**

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.