



Interoffice Memorandum

APPROVED BY ORANGE
COUNTY BOARD OF COUNTY
COMMISSIONERS

BCC Mtg. Date: Aug. 02, 2016

July 12, 2016

TO: Mayor Teresa Jacobs
and the Board of County Commissioners

FROM:  Carrie Woodell, Manager
Procurement Division

CONTACT: Ann Caswell, Manager
Real Estate Management Division
407-836-7082

SUBJECT: Award of Invitation for Bids Y16-1061-JS, Title Services

ACTION REQUEST:

Approval to award Invitation for Bids Y16-1061-JS, Title Services, to the sole responsive and responsible bidder, First American Title Insurance Company, in an estimated contract award amount of \$483,750 for the initial 3-year contract term. Further request authorization of the Procurement Division to renew the contract for two additional 1-year terms.

PROCUREMENT:

To provide title searches, title insurance, and closing services on parcels being acquired by Orange County.

FUNDING: Funding is available in account number 0001-043-0201-3189.

APPROVALS:

The Real Estate Management Division and the Business Development Division concur with this recommendation.

REMARKS:

Two bids were received in response to Invitation for Bids. The bids were evaluated for price, responsiveness and responsibility. Voight, P.A. was deemed non-responsible due to inability to meet requirements for qualification of bidders. The bid of First American Title Insurance Company is considered fair and reasonable in comparison to past term contracts for same services. Therefore, award is recommended to First American Title Insurance Company.

Bid Tabulation is as follows:


First American Title Insurance Company	\$483,750
Voight, P.A.	Non-Responsible



BUSINESS DEVELOPMENT DIVISION

July 5, 2016

TO: Jim Schell, Senior Purchasing Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: IFB-Y16-1061-JS, Title Services (Revised)

The Business Development Division evaluated the **1 bid** submitted for this project and found that **the bidder was not an Orange County** Certified Minority/Women Business Enterprise bidder. The Orange County certified firm is the lowest bidder. Thus, the bid preference does not apply, per the County's M/WBE Ordinance, Section 17-324.

c: Sheena Ferguson, Manager, Business Development Division

