

City of Vidor, Texas
REQUEST FOR QUOTES
Title and Related Real Estate Settlement Services – FEMA Federal Mitigation Assistance
(FMA) Grant Program (FY2019)

The City of Vidor (City) has been awarded a FEMA FMA grant that requires a title search, title commitment/title binder, title insurance and settlement services and deed and deed restriction recordation for up to four (4) single family, residential properties located in the City of Vidor. The City of Vidor is considering acquisition of these properties to mitigate against future flooding and damages.

The City of Vidor Government is an Equal Opportunity Employer. The City of Vidor Government Encourages all Section 3 business, HUB businesses, and minority-owned firms and women's businesses to apply.

Scope of Services

The selected respondent will prepare a full abstract of title in a report form and include copies of vesting deeds, record owner, lienholders, easements, or other restrictions, in accordance with Texas state law. If there are any issues with presenting clear title, the homeowner will be given an opportunity to clear any issues at his/her owner expense. *At the Notice to proceed, the City will request title a commitment be prepared prior to offers. This request will need to be completed within 3-4 weeks of notice for all properties that have requested to begin the offer process.*

Upon acceptance of the City's offer, the City will send the fully executed contract to the selected respondent to finalize all of the title work and work with the homeowner on any updates to the title work to be able to schedule a settlement date.

The selected respondent shall deliver an insured Title Commitment Report through a non-fee, full- service Title Company, authorized to do business in the State of Texas and in good standing with the Texas Department of Insurance for the properties. The Title Commitment Report shall be made in the name of the City of Vidor in the form provided by the Texas Department of Insurance an in effect on the date of closing at the title company. All title insurance premiums, fees for service, and escrow and closing costs will be paid by the City of Vidor directly to the title company, unless otherwise directed by the City.

The selected respondent shall deliver to the City of Vidor via hand deliver or US Mail, all original executed conveyance instruments, deed and easements, and all original curative instruments required to clear items on Schedules B and C of the Title Commitment, and concurrently submit electronic copies of a fully executed Settlement package, including but not limited to:

1. Payment instructions form;
2. Request for Payment Form for the parcel;
3. Original instrument(s) of conveyance;
4. Original executed contract agreement(s), fee and easement;
5. All documents necessary to clear title as shown on Schedules B and C of the title commitment;
6. Other such documents as may be required by the City to fulfill the needs of the project acquisitions;
7. Copy of the title commitment ; and
8. Notice of prorated taxes to be utilized at the closing, if any.

The City will submit the fully executed payment package to the selected title vendor and request the title company provide a Buyer's Settlement Statement. The City will obtain authorization to disburse funds to

the title company for the account of the property owner for payment of the necessary land, improvements, and damages, if any, and for the title company's closing escrow fees and when received, obtain authorization to sign the Settlement Statement. An original Owner's Policy will be delivered to the City as well as all finalized settlement documents, disbursement ledgers and demonstration of payments from the ledger.

Under this solicitation, one (1) respondent will be selected.

Request for Quotes:

Cost Proposal

The respondent must provide a cost, per item stating the proposed lump sum, fixed price for the series on a per parcel basis. The services provided herein will be a consideration in selected the proposal used by the City. Respondents must provide a per parcel cost for at minimum:

Abstract
Title Commitment
Escrow fees
Deed recordation
Settlement services

If there are any other costs associated with settlement, the Respondent should include.

Deadline for Submission:

The proposal received will be submitted not later than 2:00 P.M. on Thursday, June 17th, 2021, to:

City of Vidor
Cheryl Ray
1395 M. Main St.
Vidor, Texas 77662

TEXAS HOUSE BILL 1295 VENDOR CERTIFICATION

Texas House Bill 1295 Requirements - Effective January 1, 2016, any contract approved by the City Council must comply with Texas House Bill 1295. Texas House Bill 1295 requires an electronic vendor certification. Please see the section of Texas House Bill 1295 for further information.

The Form 1295 Certificate of Interested Parties form is completed on the Texas Ethics Commission web site at www.ethics.state.tx.us.

**PLACE COPY OF
VENDER
CERTIFICATE
HERE**

**PLACE COPY OF
TEXAS STATE
CERTIFIED
RESIDENTIAL
REAL ESTATE
APPRAISER
LICENSE
HERE**

PLEASE PLACE HERE
A PHOTOCOPY OF
CURRENT PROFESSIONAL
LIABILITY INSURANCE

PLEASE PLACE HERE
A PHOTOCOPY OF
PROOF OF SAM*

* Bidders must be registered with the System for Award Management (SAM) at the time of bid award.
Free registration available at <https://www.sam.gov/>

PLEASE PLACE ON FIRM LETTERHEAD

**City of Vidor, Texas
REQUEST FOR QUOTE**

Title and Related Real Estate Settlement Services – FMA Program

PROPOSAL FORM – SCHEDULE OF PRICES

Contact Name: _____

Company Name: _____

Federal ID Number: _____

DUNS: _____

Address of Firm: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

The undersigned promises to furnish the City of Vidor with services as specified herein for the below amounts:

The undersigned declares that he/she has read the Scope of Services attached, that he/she has determined the conditions affecting the quote and agrees, if this quote is accepted, to furnish and deliver the services per the below quote.

Title and Related Services (Flat Rate) \$ _____

Total for Up to Four Services \$ _____

I certify that:
The prices on the Quote Form are accurate.
I have reviewed the quote in its entirety.
I have the authority to sign on behalf of **TYPE FIRM NAME**

Signature of Authorized Agent

Date

Print Name

Title

For any questions regarding this quotation request, please contact: Cheryl Ray 409-769-5473