



May 28, 2020

TO: Mayor Jerry L. Demings  
and the Board of County Commissioners

~~FROM:~~ Carrie Mathes, CFCM, CPPO, C.P.M., Manager, Procurement Division

CONTACT: Jeffrey Sponenburg, Title Program Manager, Real Estate Management  
Division  
407-836-7095

SUBJECT: Award of Invitation for Bids Y20-1045-MV, Title Services

**ACTION REQUESTED:**

Approval to award Invitation for Bids Y20-1045-MV, Title Services, to the low responsive and responsible bidder, American Government Services Corporation in the estimated contract award amount of \$489,500 for a two-year term. Further request authorization for the Procurement Division to renew the contract for three additional one-year terms.

**PROCUREMENT:**

This contract will 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 and Business Development Divisions concur with this recommendation.

**REMARKS:**

Three bids were received in response to this Invitation for Bids and were evaluated for price, responsiveness, and responsibility. American Government Services Corporation is the low responsive and responsible bidder. Staff has determined the price is fair and reasonable based on satisfactory services performed demonstrated by validation of references. The bid from Home Owners Title, Inc. was determined to be non-responsive due to not providing the required references.

Award of Invitation for Bids Y20-1045-MV, Title Services

Bid tabulation is as follows:

<u>Bidder</u>	<u>Total Estimated Annual Bid</u>	<u>Total Estimated Two Years Bid</u>
American Government Services Corporation	\$244,750	\$489,500
First American Title Insurance Company	\$389,500	\$779,000
Home Owners Title, Inc.	Non-Responsive	




Interoffice Memorandum

**BUSINESS DEVELOPMENT DIVISION**

May 7, 2020

**TO:** Melisa Vergara, Contracting Agent  
Procurement Division

**FROM:** Kesi Warren, Senior Contract Administrator   
Business Development Division

**SUBJECT:** Business Development Division Bid Evaluation

**PROJECT:** IFB #Y20-1045-MV, Title Services

The Business Development Division evaluated the **two bids** submitted for this project. **None of the bidders** are Orange County Certified Minority/Women Business Enterprise (M/WBE) firms. At the time of bid opening, there was no M/WBE availability. Hence, the bid preference program in accordance with the County's M/WBE Ordinance, Section 17-324 cannot be applied.

c: Sheena Ferguson, Manager, Business Development Division

