

## INTEROFFICE MEMO

To: Joseph Lauro, Director of Purchasing  
From: Lucy Nowacki, Procurement Analyst *LN*  
Subject: Award of Bid - Title Search Services - Tax Collector  
Contract No. 078-0586-B (LN)  
Date: November 7, 2008

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RECOMMENDATION: I RECOMMEND THE PURCHASING DIRECTOR AWARD THE BID FOR TITLE SEARCH SERVICES TO ACCU-SEARCH TITLE EXAMINATION, INC., TAMPA, FLORIDA ON THE BASIS OF BEING THE LOWEST RESPONSIVE, RESPONSIBLE BID RECEIVED MEETING SPECIFICATIONS. BIDS ARE ON FILE IN THE PURCHASING DEPARTMENT.

IT IS FURTHER RECOMMENDED THAT THE PURCHASING DIRECTOR AWARD THE NEXT TWO (2) BIDDERS THE CONTRACT AT THE RATE SET BY THE FIRST LOW BID. BOTH BIDDERS HAVE ACCEPTED THE OFFER.

IT IS ALSO RECOMMENDED THAT THE PURCHASING DIRECTOR SIGN THE AGREEMENTS AND THE CLERK BE AUTHORIZED TO ATTEST TO THEIR SIGNATURE.

ESTIMATED ANNUAL EXPENDITURE NOT TO EXCEED: \$100,000.00

Funding is provided through the Tax Collectors.

DISCUSSION: This is a contract to provide Title Search Services, as and when required by Pinellas County Tax Collector's Office and the Clerk of Circuit Court. The bid specifications indicated that the County reserves the right to award to more than two (2) contractors, and to make an unequal division of the searches. Currently, there is work available for three (3) contractors. Accu-Search Title Examination, Inc. was the low bidder at a per search rate of \$85.00 each and is recommended for the first award. The next two (2) bidders, Applied Technology Resources, Inc. and Tony Gatliff, were offered the contract at the rate set by the first lowest bidder. Both bidders have agreed to provide services at the low bidder's rate of \$85.00 per search. Since taxpayers will be responsible for reimbursing the cost of the title search fee, this approach has been taken to award this contract. Based on previous history, the number of title searches required, the timeframes required, these requirements are best handled by more than one contractor.

Although the Clerk of Circuit Court uses this contract, the Tax Collector is responsible for implementing and managing it. This is a twenty-four (24) month contract with two (2) additional twelve (12) month options of renewal. This option shall be exercised only if all prices, terms and conditions remain the same and approval is granted by the County Administrator or Purchasing Director.



Joe Lauro, CPPO/ CPPB  
Director

Contract Period: 11/03/08 THROUGH 11/02/10  N/A – One Time Purchase

Renewal Options: Terms Remaining 2 Length of Each Term 12 Months  None

Section 2-176 of the Pinellas County Code delegates authority to the County Administrator to award contracts for purchases of goods or services of \$250,000 or less, and the Director of Purchasing for purchases of \$100,000 or less within the budget of the using department.

APPROVED: Joe Lauro  
Joseph Lauro  
Director of Purchasing

Date of Approval: 11/20/08

- Attachments:
1. Contract Review
  2. Tabulation
  3. Agreements (3)