

REQUEST FOR PROPOSALS

TITLE SEARCH SERVICES FOR SHERIFF'S DEPARTMENT

LUZERNE COUNTY SHERIFF'S DEPARTMENT

AUGUST 2010

DUE DATE: FRIDAY SEPTEMBER 17, 2010

LUZERNE COUNTY PURCHASING DEPARTMENT

20 NORTH PENNSYLVANIA, AVENUE

WILKES BARRE, PA 18711

REFERENCE #91710RFPSH

Notice to Bidders

SEALED PROPOSALS must be submitted to The Luzerne County Purchasing Department, c/o Frank A. Pugliese, Jr., Director, 20 North Pennsylvania Avenue, Wilkes Barre, Pa 18711 by September 17, 2010 for Title Search Services for Sheriff's Department".

Proposals will be opened **4:00 p.m. (Prevailing Time) on Friday, September 17, 2010**, in the Luzerne County Purchasing Department.

PROPOSALS must be accompanied by a certified check, bid bond, bank cashier's or trust company treasurer's check in the amount of ten percent (10%) of the total amount of the bid, made payable to the Treasurer of Luzerne County. If the Bidder shall fail or refuse to enter into the contract after being given the award, the proceeds of the check deposited by him/her shall be used as liquidated damages by the County for his/her failure or refusal to comply.

The successful bidder shall also be required to furnish a bond with a property surety company in the amount of not less than one-half (1/2) of the said contract guaranteeing the performance of the contract within thirty (30) days after the contract has been awarded. If the contract price is less than \$10,000.00 – no bond will be required. An annual bond is acceptable and may be kept on file in the controller's office. Upon failure to furnish such a bond within this 30 day period, the award/awards shall be void

Proposals may be obtained at the offices of Luzerne Purchasing Department in the Penn Place Building, 20 North Pennsylvania Avenue, Wilkes Barre, Pa 18711.

Proposal Envelopes shall be plainly marked on the outside envelope **"Title Search Services for Sheriff's Department."**

The County of Luzerne does not discriminate on the basis of race, color, national origin, sex, religion, age, family, and handicapped status in employment or the provision of services.

The County of Luzerne is an Equal Opportunity Employer.

Luzerne County Commissioners **Reserves the right to reject any or all proposals, or any part or items of the proposals.**

**Luzerne County
Douglas A. Pape, Chief Clerk**

SCOPE OF SERVICES:

Title Search Services consist of but not limited to:

- I. Adverse Conveyances and Mortgages**
- II. Municipal Liens**
- III. Judgment and Liens**
- IV. Cases Affecting Realty**
- V. Federal Tax Liens**
- VI. Secured Transactions**
- VII. Mechanics' Liens**

Total Bid Per Search \$ _____

BIDDER SIGNATURE FORM

BIDDER _____

BID MUST BE SIGNED HERE _____

ADDRESS _____

TELEPHONE NUMBER _____

INDIVIDUAL PARTNERSHIP OR CORPORATION

THE BIDDER CERTIFIES THAT THEY COME UNDER THE CLASS CHECKED BELOW:

PLEASE INSERT NAMES:

(A) INDIVIDUAL OWNER _____

(B) PARTNERSHIP PARTNERS _____

(C) CORPORATION _____
EXACT NAME OF CORPORATION

STATE INCORPORATED

NOTE:

ALL COUNTY PROPOSALS UNDER THE JURISDICTION OF LUZERNE COUNTY COMMISSIONERS AND LUZERNE COUNTY CORRECTIONAL FACILITY ARE FURNISHED IN DUPLICATE. ONE COPY OF THE PROPOSAL IS TO BE FILLED OUT AND SUBMITTED WITH THE BID AND THE REMAINING COPY TO BE RETAINED FOR THE BIDDERS RECORDS.

BIDS SHOULD BE AS NET PRICES AND SHALL PREVAIL IN THE AWARDING OF CONTRACTS.

FAILURE OF THE BIDDERS TO SIGN THE BID AND HAVE THE SIGNATURE OF AN AUTHORIZED REPRESENTATIVE OR AGENT ON THE PROPOSAL IN THE SPACE PROVIDED, WILL BE CAUSE FOR REJECTION OF THE BID. SIGNATURES MUST BE WRITTEN IN INK. TYPED, PRINTED OR STAMPED SIGNATURES WILL NOT BE ACCEPTED.

IT IS UNDERSTOOD BY BOTH THE COUNTY AND BIDDERS THAT ALL TRADE NAMES, CATALOGUE NUMBERS OR BIDS "AS PER SAMPLE" OFFERED ON THIS BID SHALL MEET THE SPECIFICATIONS, UNLESS THE BIDDER STATES THAT SUCH TRADE NAMES, CATALOGUE NUMBERS OR SAMPLES ARE NOT EQUAL TO THE SPECIFIED ITEM.

RETURN TO PURCHASING DEPARTMENT

PROPOSAL BLANKS

TO THE COUNTY COMMISSIONERS:

I, THE UNDERSIGNED BEING A DULY AUTHORIZED REPRESENTATIVE OF

SUBMIT FOR YOUR CONSIDERATION A PROPOSAL TO SUPPLY

THE PRICE FOR WHICH (I/WE) WILL SUPPLY EACH ITEM SPECIFIED ON THE FOLLOWING PAGES IS SHOWN IMMEDIATELY AFTER THE DESCRIPTION OF THE PARTICULAR ARTICLE.

(I/WE) AGREE, IF AWARDED THE CONTRACT FOR ANY ITEMS SHOWN ON THE ATTACHED SPECIFICATIONS, TO ENTER INTO A WRITTEN AGREEMENT AND TO FURNISH THE SAID ITEMS AT THE PRICE SHOWN, AND TO FURNISH A PERFORMANCE BOND (IF APPLICABLE) WITHIN THIRTY (30) DAYS.

DATE _____ **20** _____.

SIGNATURE-TYPEWRITTEN

SIGNATURE – SIGNED IN INK

STREET

CITY & STATE

COMPANY TELEPHONE NUMBER

SALESMAN'S TELEPHONE NUMBER

,

COMPANY FAX NUMBER