

**HIDALGO COUNTY PURCHASING DEPARTMENT  
RFQ ACCEPTANCE SHEET**

**DEPARTMENT NAME: Hidalgo County**

**RFQ&P ACCEPTANCE DATE: NOVEMBER 15, 2006**

**RFQ ACCEPTANCE TIME: 9:30 A.M.**

**DESCRIPTION OF RFQ: TITLE COMPANY SERVICES - POOL**

**RFQ NO: 06-375-11-15-otm Approved thru Comm. Crt on 11/21/06 thru 09/27/08**

RFQ&P#	NAME OF COMPANY	ACKNOWLEDGMENT OF RECEIPT OF STATEMENT OF QUALIFICATIONS
#01	SIERRA TITLE COMPANY 3401 NORTH 10 <sup>TH</sup> STREET MCALLEN TEXAS 78501  (956) 682-8321 (956) 682-6150 fax	√
#02		
#03		
#04		
#05		
#06		
#07		

**EXHIBIT “A”**  
**REQUIREMENTS**  
**HIDALGO COUNTY**  
**REQUEST FOR QUALIFICATIONS**  
**TITLE COMPANY SERVICES (POOL)**

**RFQ Number: 06-375-11-15-otm**

Hidalgo County is seeking to establish a **“Pool”** of qualified title companies for the purpose of providing and rendering title policy related services on an **“AS NEEDED BASIS.”** The County of Hidalgo Purchasing Department will receive sealed envelopes containing Statements of Qualifications for the provision of **“Title Company Services (Pool)”** as specified herein.

Statements of qualifications will be accepted until **9:30 A.M., Wednesday, November 15, 2006.** **ANY RFQ RECEIVED AFTER THAT DATE AND TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED.**

**Deliver Submittal to:**

**RFQ Number: 06-375-11-15-otm**  
**Martha L. Salazar, CPPB, Purchasing Agent**  
**Hidalgo County Purchasing Department**  
**Administration Building**  
**100 E. Cano, 4<sup>th</sup> Floor**  
**Edinburg, Texas 78539**

**The Submittal Envelope Must Show the RFQ Number, Name and Acceptance Date.**

The following outlines the Request For Qualifications:

## **SECTION I GENERAL TERMS AND CONDITIONS**

**ADDITIONAL INFORMATION:** Hidalgo County is requesting that statements of qualifications be routed to Martha L. Salazar, CPPB, Purchasing Agent, at 100 E. Cano, 4<sup>th</sup> Floor, Edinburg, Texas 78539. **WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE BY NO LATER THAN** Wednesday, November 08, 2006, at 5:00 P.M. at (956) 318-2629. Responses will be sent to all applicants via facsimile by Friday, November 10, 2006. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

**PROPOSER’S AFFIDAVIT:** Respondents to this RFQ must submit a signed Proposer’s Affidavit (attached herein in Exhibit D) certifying that the submission is (1) not the result of Collusion as described in the Proposer’s Affidavit; (2) that the Respondent does not have a Conflict of Interest as described in the Proposer’s Affidavit; or that the Respondent has not and will not attempt to lobby directly or indirectly as described in the Proposer’s Affidavit.

**NON-DISCRIMINATION:** Submitters, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, sex, national origin or disability except where religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

**PROCESSING TIME FOR PAYMENT:** Submitters are advised that a minimum of thirty (30) days is required to process invoices for payment.

**ELECTRONIC TRANSMISSION OF BIDS:** Hidalgo County's Purchasing Department will not accept telegraphic or electronically transmitted submissions.

**PROOF OF FINANCIAL AND BUSINESS CAPABILITY:** Submitters must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these requirements. Hidalgo County will make the final determination as to the submitter's ability.

**SUBMITTER DEFAULT:** Hidalgo County reserves the right, in case of submitter default, to procure the articles or services from other sources and hold the defaulting submitter responsible for any excess costs occasioned thereby.

**RESTRICTIVE OR AMBIGUOUS REQUIREMENTS:** It is the responsibility of the submitter to review the Request for Qualifications (RFQ) packet and to notify the Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the requirements or bidding procedures must be received in the Purchasing Department not less than seventy-two hours prior to the time set for the opening. These criteria also apply to requirements that are ambiguous.

**PROPOSAL DELIVERY:** Hidalgo County requires submitters, when hand delivering qualifications, to have a Purchasing Department representative time date, stamp, and initial the envelope when dropping bid off.

**SIGNING OF QUALIFICATIONS:** In order to be considered all submittals **must** be signed. **Please sign the original in blue ink.**

**WAIVING OF INFORMALITIES:** Hidalgo County reserve the right to waive minor informalities or technicalities when it is in the best interest of Hidalgo County.

**SUBCONTRACTING:** The successful submitter may not subcontract the award without the written consent of the Commissioners' Court of Hidalgo County.

## **SECTION II RFQ&P REQUIREMENTS**

**Request For Qualifications:** The required contents and limitations for the preparation of the RFQ are described in this section. Failure to provide the requested information or adhere to any County limitations will result in disqualification of the submitted RFQ. A total of **one (1) original and seven (7) copies** of the RFQ shall be submitted to the address on the cover letter.

**CONTENTS:** The required contents for the RFQ are presented below in the order they should be incorporated into the submitted document.

**PURPOSE:** **The County of Hidalgo is requesting Statements of Qualifications from interested firms with experienced in providing "Title Company Services (Pool). The purpose of soliciting Statements of Qualifications is to develop a "Pool" of pre qualified title companies from which title company related services may be required and engaged on as "As Needed Basis". These title services are required but not limited to acquisition of property for which Texas Department of Transportation funding is involved. The term of the "Pool" will commence upon approval from Commissioners' Court and will expire September 27, 2008, with the option to renew for an additional one (1) year, under the same rates/fees, terms and conditions. Hidalgo County reserves the right to continue this bid for an additional sixty (60) day grace period at the end of the contract for unforeseen delay in award of new bid for next contract term.**

**I. FIRM QUALIFICATIONS**

- A. The firm must possess a current license from the Texas Board of Insurance.
- B. The firm or vendor selected is to have adequate experience and staff, such as, but not limited to:
  - a. Title Examiners
  - b. Closing Officers
  - c. Escrow Agents
- C. The provider should have experience with State (i.e. Tx Dot), County and other governmental entities as well as private sector firms.

**II. SCOPE OF TITLE COMPANY SERVICES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- 1. Title Reports
- 2. Title Searches, i.e., Title Certificates
- 3. Title Commitments
- 4. Title Policy
- 5. Escrow Agent Services, when requested by the County

**III. RFQ REQUIREMENTS**

Each proposal must address, but may not be limited to , the following issues:

- 1. Firm Name
- 2. Name, position, phone and fax number of Point of Contact (POC).
- 3. Name of Principal/Owner and number of years in business.
- 4. Provide the number of staff members available in order to render (but not be limited to) all the services described and listed herein.
- 5. List three governmental projects with names, addresses, and phone numbers of representatives who can be contacted for references.
- 6. Detail how your firm/company had the capability to deliver the services required on a timely basis.
  - a. State in how many business days your company can return a “Title Report” after a “Request, i.e. Purchase Order” is received by your firm. Also, state your firm commitment to comply or exceed (state how) the completed “Title Policy” within the seven (7) to ten (10) days. Include a copy of “Texas Title Insurance Premium Rates”.
  - b. State in how many business days your company can complete “Escrow Agent” services (if requested by County) and include the applicable rates for those services.
  - c. State how much personnel or staff will be assigned to rendering the services required.
  - d. State in detail what “other services” are not included in the rates provided.

**IV. EVALUATION CRITERIA**

*The following criteria will generally be used to evaluate Statements of Qualifications:*

1. Staffing and Experience
2. Capability to perform all the services required (as stated in Section III herein) for the noted projects in a timely manner, namely; **a)** to produce the title report in the amount of days; **b)** to meet or exceed schedules and deadlines of a maximum of seven (7) to ten (10) business (working) days per parcel; and **c)** to complete “Escrow Agent Related Services” as per commitment.
3. Recent experience and familiarity with Hidalgo County and the Texas Department of Transportation requirements and procedure.
4. “Other Services” not included in the “Texas Title Insurance Premium Rates”

**V. REQUEST FOR SERVICES & EVALUATION PROCESS**

*A department requiring Title Company Services will review, evaluate & rank at least three Statements of Qualifications utilizing the evaluation criteria noted below.*

A department requiring Title Company Services will review, evaluate and rank the Qualifications utilizing the evaluation criteria noted below. Based on the department’s review evaluation and considering how many parcels are required a company or companies will be selected to provide the services. A company may be asked to submit supplemental information. Requests for title policy related services will be in the form of a fully executed “Purchase Order” and will be forwarded to the firm(s) in the order of their ranked evaluation on a rotational basis for the Indefinite Delivery Indefinite Quantity (IDIQ) Contract.

In the event that a Title Commitment is requested and no title policy is necessary or purchased, Hidalgo County will pay a maximum of three hundred dollars (\$300.00) for the services.

**VI. INVOLUNTARY TERMINATION:**

*The approval of a vendor as pre qualified to perform work for the County under this RFQ shall be deemed to be terminated and the vendor removed from the qualified vendor list upon occurrence of any of the following:*

1. The death of the vendor, if an individual, or the primary professional member, if a firm or entity.
2. The suspension, revocation or cancellation of the vendor’s right to practice his profession in the State of Texas.
3. The imposition of any restriction or limitations by any Governmental authority having jurisdiction over the vendor to such an extent that the vendor cannot engage in the professional practice for which vendor is pre qualified.
4. The failure of the vendor to faithfully and diligently perform the usual and customary duties assigned or contracted to it from time to time.

5. The failure or refusal of the vendor to comply with the reasonable policies, standards, and regulations of Hidalgo County, which may from time to time be established; provided however, that such policies, standards and regulations are not contrary to any law or regulatory directive; or
6. The conduct of the vendor in any unprofessional, unethical, or fraudulent manner; a finding of unprofessional or unethical conduct by any board, institution, organization or professional society having any privilege or right to pass upon the conduct of the vendor, or conduct of the vendor which discredits Hidalgo County.

**VI. CONTRACT AWARD**

The County does not guarantee that a contract will be awarded as a result of the RFQ. In the event that a contract award is made, but the contract is not executed, the County does not guarantee that the contract will be re-awarded.

**VII. RESPONSE DEADLINE**

Response to the RFQ must be received at the Office of Martha L. Salazar, CPPB-Purchasing Agent, Hidalgo County Purchasing Department-100 E. Cano (4<sup>th</sup> Floor)-Edinburg, Texas 78539, by no later than November 15, 2006 at 9:30 a.m. for consideration. Please refer to Legal Notice, No. 2 on Page 2, RFQ #2006-375-11-15-otm and also in Exhibit "A" (Requirements), Page 1 of this section.