



**PASCO COUNTY BOARD OF COUNTY COMMISSIONERS
PURCHASING DEPARTMENT
8919 GOVERNMENT DRIVE
NEW PORT RICHEY, FLORIDA 34654**

TELEPHONE: (727) 847-8194
FACSIMILE: (727) 847-8065
pascocountyfl.net

INVITATION FOR BIDS

BID NO. 07-095F

HOUSING PROGRAM

TITLE WORK

ANNUAL AWARD

SUMMARY OF WORK

It is the intent of this solicitation to establish an annual award to perform title work for the Pasco County Community Development Division. Services shall include the title searches, closing, and title insurance for the west side and east side of Pasco County.

The Pasco County Purchasing Department will receive sealed bids until 2:00 p.m., local time (our clock), on May 4, 2007, in the Pasco County Purchasing Department, 8919 Government Drive, New Port Richey, Florida. Bids received after this time will not be accepted. Bids will be publicly opened and read at the above-stated time and date. All interested parties are invited to attend. Bidders shall submit two (2) copies of submitted bids (one [1] original and one [1] copy).

Please immediately advise of address changes or if you wish to have your firm removed from the vendor list. Vendors receiving this notice must submit either a bid/proposal or "NO BID" to remain on our vendor list for the specified commodity or service. A "NO BID" is provided on Page 2 for your convenience.

This cover is only intended to inform vendors of a pending Invitation for Bid or Request for Proposal. For complete details, please refer to the complete bid/proposal package.

Bid documents may be downloaded by visiting www.PascoCountyFL.net or by requesting copies from the Purchasing Department at no cost. The County is not responsible for expenses incurred prior to award by the Board of County Commissioners (Board).

Frank C. Aleskwiz
Buyer



**PASCO COUNTY BOARD OF COUNTY COMMISSIONERS
PURCHASING DEPARTMENT
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NEW PORT RICHEY, FLORIDA 34654**

STATEMENT OF NO BID

We, the undersigned, have declined to submit a bid response to Invitation for Bid No. 07-095F for the following reason(s):

Please check all that apply.

1. Opening date does not allow sufficient time to complete bid response.
2. We do not offer the commodities or services requested.
3. Our schedule would not permit us to perform.
4. We are unable to meet the issued specification.
5. Specifications are restrictive (please explain below).
6. We are unable to meet the surety requirements.
7. Other: _____

Explanations: _____

We understand that if a "NO BID" is not returned, our firm will be removed from the bidders' list for the subject commodity.

Name: _____

Signature: _____

Company: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Facsimile: _____

Fed. ID No.: _____

IMPORTANT!—PLEASE READ CAREFULLY BEFORE MAKING BID

GENERAL PROVISIONS

These general terms and conditions of the bid quotation and acceptance apply in like force to this inquiry and to any subsequent contract resulting therefrom.

ACKNOWLEDGMENT OF AMENDMENTS

Bidders shall acknowledge receipt of any amendment to the solicitation by identifying the amendment number in the space provided for this purpose on the bid form, by letter, or by returning a copy of the issued amendment with the submitted bid. The acknowledgment must be received by Pasco County by the time and at the place specified for the receipt of bids. Failure to acknowledge an issued amendment may result in bid rejection and disqualification.

ADDITIONAL INFORMATION

Questions concerning the contract or technical portions of the bid document must be submitted in writing to Scott P. Stromer, Purchasing Director, Pasco County Purchasing Department; 8919 Government Drive; New Port Richey, Florida 34654; fax machine number (727) 847-8065. Bidders are cautioned that any statements made by individuals, or employees of Pasco County, that materially change any portion of the bid document shall not be relied upon unless subsequently ratified by a formal written amendment to the bid document. No contractual or technical questions will be accepted after ten (10) days prior to the date set for bid opening.

ALTERNATIVE BIDS

The bidder **WILL NOT** be allowed to offer more than one (1) price (for the goods or services specified). If the said bidder should submit more than one (1) price on any item (or service), ALL prices will be rejected for that item. The bidders offering service delivery methods other than those permitted by the scope of work or specifications may submit a separate envelope clearly marked "Alternative Bid." Alternative bids will be deemed nonresponsive and will not be considered for award. All such responses will, however, be examined prior to award. Such examination may result in cancellation of all bids received to permit rewriting the scope of work or specifications to include the alternative method, or the alternative method may be considered for future requirements of Pasco County.

APPLICABLE LAW

The contract shall be governed in all respects by the laws of the State of Florida, and any litigation with respect thereto shall be brought in the courts of Pasco County, Florida. The contractor shall comply with all applicable Federal, State, and local laws and regulations. Lack of knowledge by the bidder will in no way be a cause for relief from responsibility.

ASSIGNMENT

The contractor shall not assign, transfer, convey, sublet, or otherwise dispose of any award or any or all of its rights, title, or interest therein, or delegate the duties hereunder without the prior written consent of Pasco County.

AWARD

Consideration for award will be by proximity to specifications given, costs, and time of delivery. All purchases, leases, or contracts that are based on competitive bids will be awarded to the lowest, responsive, and responsible bidder. Complete and accurate responses to all items are

necessary for the complete and fair evaluation of bids. Bid award, in addition to the above stated, will be based on compliance with the specified requirements as well as the "total-cost" or "life-cycle costing" concept, including the following: 1) Cost: A cost analysis will be conducted and will include all identifiable costs associated with acquisition, installation, maintenance, and operation of the bidder's offered equipment. The analysis will be based upon the bidder's proposal data and other costs which, in the judgment of the evaluators, will be incurred by the County resulting from acceptance of the bidder's proposal; 2) Equipment: Evaluation of equipment will be based on compliance with the specifications, expected life of equipment, output, maintenance, consumption, disposal value, warranty, complexity of operation, required training, and other factors that may contribute to the overall cost of the specified item; and 3) Bidder's Reputation and Experience: Evaluation of the bidder's reputation, past performance, and experience shall be based on the nature and extent of company data furnished, references and financial responsibility of the bidder. Pasco County reserves the right to award by item, group of items, or lowest total, whichever is deemed to be in the County's best interest.

BIDDER CERTIFICATION

The bidder agrees that submission of a signed bid form is certification that the bidder will accept an award made to it as a result of the submission.

BIDDERS' LIST

Failure to submit a bid for the item(s) specified will result in removal from the bidders' list for such (an) item(s). If a bid is not submitted, a "NO BID" response must be submitted to remain on the Pasco County's bidders' list for such items. A form for submitting a "NO BID" is provided on Page 2 for your convenience.

BID CLARIFICATIONS

If any party contemplating the submission of a bid on this invitation is in doubt as to the true meaning of any part of the plans, specifications, or other documents, he should submit a written request for an interpretation thereof to the Purchasing Director. The bidder's concerns, regarding clarification of specifications and/or discrepancies and/or omissions and/or changes to the attached specifications shall be made in writing and received by the County no later than ten (10) calendar days prior to the bid opening date. The letter from the bidder shall state clearly, and in detail, the basis for such concern(s) or request(s). The letter shall be addressed to the Purchasing Director, and marked "PREBID QUESTION" on the face of the envelope. The Purchasing Director will respond in writing. An interpretation of the bid invitation document will be made only by addendum duly issued to each party receiving a bid invitation. All such addenda shall become part of the contract documents. Pasco County shall not be responsible for explanations or interpretations of bid invitation documents except as issued in accordance herewith. No oral interpretations will be made as to the meaning of specifications or any other contract documents. Failure to comply with this provision will result in the bidder waiving his/her right to dispute the bid specification.

BIDDER INVESTIGATIONS

Before submitting a bid, each bidder shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the full performance of the contract and to verify any representations made by Pasco County upon which the bidder will rely. If the bidder receives an award as a result of its bid submission, failure to have made such investigations and examinations will in no way relieve the bidder from its obligation to comply in every detail with all provisions and requirements of the contract documents, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the contractor for additional compensation.

BID FORM SUBMISSION

Bids shall be submitted on the attached forms. Bids concerning separate bid invitations must not be combined on the same form or placed in the same envelope. Bids submitted in violation of this provision shall not be considered. All bids must be signed, in ink, in order to be considered. Erasures are not acceptable on bids; if necessary to make a change, strike out or draw a line through incorrect item and type the correction above, and initial the correction in ink. If the bidder is a firm or corporation, the bidder must show the title of the individual executing the bid, and if the individual is not an officer of the firm or corporation, the bidder must submit proof that the individual has the authority to obligate the firm or corporation. BIDS MAY NOT BE ALTERED OR AMENDED AFTER THE BID CLOSING.

BID ENVELOPES

Envelopes containing bids must be sealed and marked in the lower left-hand corner with the invitation number, commodity, and date and hour of opening of bids. Failure to do so may cause bid not to be considered. Express Company or Express Mail envelopes containing a sealed bid shall also be sealed and marked in the lower left-hand corner with the invitation number, commodity, and date and hour of opening of bids.

BID RECEIPT AND OPENING

Pasco County will receive sealed bid proposals until date and time indicated on bid cover. Bids must be delivered, by hand or mail, to the Pasco County Purchasing Department, located at 8919 Government Drive, New Port Richey, Florida, where they will be opened at the stated time. Bids must be time stamped in the Purchasing Department before or on the hour and date indicated on the cover sheet (Invitation for Bid) for the bid opening. Bids received after the date and time of the bid opening will be received, date stamped, and returned to the bidder unopened. It is the responsibility of the bidder to ensure that bids arrive at the designated opening place on time. Late or nondelivery due to mail or express delivery company failure will not be considered adequate reason for consideration of late bids. FACSIMILE (FAXED) BIDS WILL NOT BE ACCEPTED AND SHALL NOT BE CONSIDERED FOR EVALUATION OR AWARD. Notes may be taken at the public reading of the bid(s) at the specified time and date of the opening or a personal inspection may be made of the bid(s) after award has been made and documents are placed in central and public files.

BID ACCEPTANCE PERIOD

Any bid submitted as a result of the solicitation shall be binding on the bidder for a minimum of ninety (90) calendar days following the bid opening date. Any bid for which the bidder specifies a shorter acceptance period may be rejected.

CANCELLATION

Pasco County reserves the right to cancel a resulting contract, without cause, by giving thirty (30) days' prior written notice to the contractor of the intention to cancel, or with cause if at any time the contractor fails to fulfill or abide by any of the terms or conditions specified. Failure of the contractor to comply with any of the provisions of a resulting contract shall be considered a material breach of contract and shall be cause for immediate termination of the contract at the sole discretion of Pasco County. In addition to all other legal remedies available to the County, Pasco County reserves the right to cancel and obtain from another source, any services which have not been provided within the required period of time or, if no such time is stated, within a reasonable period of time from the date of order or request, as determined by the County.

CHANGE IN SCOPE OF WORK

Pasco County may order changes in the work consisting of additions, deletions, or other revisions within the general scope of the contract. No claims may be made by the contractor that the scope of the project or of the contractor's services has been changed, requiring changes to the amount of compensation to the contractor or other adjustments to the contract, unless such changes or adjustments have been made by written amendment to the contract or purchase order signed by Purchasing Director. If the contractor believes that any particular work is not within the scope of the project, is a material change, or will otherwise require more compensation to the contractor, the contractor must immediately notify Pasco County in writing of this belief. If Pasco County believes that the particular work is within the scope of the contract as written, the contractor will be ordered to and shall continue with the work as changed and at the cost stated for the work within the scope.

CONFLICT OF INTEREST

The contractor, by submission of its proposal, certifies that to the best of his/her knowledge or belief, no elected/appointed official or employee of the County is financially interested, directly or indirectly, in the offer of goods or services specified in this invitation.

CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

The bidder certifies that the prices submitted in response to the solicitation have been arrived at independently and without—for the purpose of restricting competition—any consultation, communication, or agreement with any other bidder or competitor relating to those prices, the intention to submit a bid, or the methods or factors used to calculate the prices bid.

COLLUSION AMONG BIDDERS

Each bidder, by submitting a bid, certifies that it is not a party to any collusive action or any action that may be in violation of the Sherman Antitrust Act. Any or all bids shall be rejected if there is any reason for believing that collusion exists among the bidders. Pasco County may or may not, at its discretion, accept future bids for the same work from participants in such collusion. More than one (1) bid from an individual, firm, partnership, cooperation, or association under the same or different names may be rejected. Reasonable grounds for believing that a bidder has interest in more than one (1) bid for the work being bid may result in rejection of all bids in which the bidder is believed to have interest. Nothing in this clause shall preclude a firm acting as a subcontractor to be included as a subcontractor for two (2) or more primary contractors submitting a bid for the work.

DEBARMENT

By submitting a bid, the bidder certifies that it is not currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Florida and that it is not an agent of a person or entity that is currently debarred from submitting bids for contracts issued by any subdivision or agency of the State of Florida.

ETHICS IN PUBLIC PROCUREMENT

The contract shall incorporate by reference, but shall not be limited to, the provisions of law contained in Chapter 112, Florida Statutes. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases or real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in

Section 287.017, Florida Statutes, for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list. The bidder certifies that its bid was made without collusion or fraud; that it has not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer, or subcontractor in connection with this bid; and that it has not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services, or anything of value.

EXCEPTIONS

Bidders taking exception to any part or section of the solicitation shall indicate such exceptions on the bid form or appendix. Failure to indicate any exception will be interpreted as the bidder's intent to comply fully with the requirements as written. Conditional or qualified bids, unless specifically allowed, shall be subject to rejection in whole or in part.

EXPENSES INCURRED IN PREPARING BID

Pasco County accepts no responsibility for any expense incurred by the bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the bidder.

FORCE MAJEURE

The contractor shall not be held responsible for failure to perform the duties and responsibilities imposed by the contract due to legal strikes, fires, riots, rebellions, and acts of God beyond the control of the contractor, unless otherwise specified in the contract.

FAILURE TO DELIVER

In the event of failure of the contractor to deliver the goods and services in accordance with the contract terms and conditions, Pasco County may procure the goods and services from other sources and hold the contractor responsible for any resulting additional costs. A failure to deliver will result in immediate termination of a resulting contract, and immediate disqualification and debarment from submitting bids to Pasco County for a maximum of three (3) years. These remedies shall be in addition to any other remedies that Pasco County may have available.

FAILURE TO ENFORCE

Failure by Pasco County at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of Pasco County to enforce any provision at any time in accordance with its terms.

FAIR LABOR STANDARDS

By submission of a bid, the bidder certifies that the contractor(s) and/or subcontractor(s) providing product(s) or service(s) shall, in the execution or performance of such a contract, maintain fair labor standards as defined in applicable State and Federal regulations.

INDEPENDENT CONTRACTOR

The contractor shall be legally considered an independent contractor and neither the contractor nor its employees shall, under any circumstances, be considered servants or agents of Pasco County; and Pasco County shall be at no time legally responsible for any negligence or other wrongdoing by the contractor, its servants, or agents. Pasco County shall not withhold from the contractor any Federal or State unemployment taxes, Federal or State income taxes, Social Security tax, or any other amounts for benefits to the contractor. Further, Pasco County shall not provide to the contractor any insurance coverage or other benefits, including workers' compensation, normally provided by Pasco County for its employees.

INFORMALITIES AND IRREGULARITIES

Pasco County has the right to waive minor defects or variations of a bid from the exact requirements of the specifications that do not affect the price, quality, quantity, delivery, or performance time of the services being procured. If insufficient information is submitted by a bidder with the bid for Pasco County to properly evaluate the bid, Pasco County has the right to require such additional information as it may deem necessary after the time set for receipt of bids, provided that the information requested does not change the price, quality, quantity, delivery, or performance time of the services being procured. The Board reserves the right to reject any or all bids in whole or in part; to award by any item, group(s) of items, total bid, or accept the bid that is most advantageous and in the best interest of Pasco County.

INDEMNIFICATION

In consideration of the sum of Fifteen and 00/100 Dollars (\$15.00), the receipt and sufficiency of which is acknowledged by the contractor to be included and paid for in the contract price, the contractor shall indemnify, defend, and hold harmless the County and its agents and employees from and against all liabilities, claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from the performance of the work, provided that any such liability, claim, damage, loss, or expense: 1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself), including the loss of use resulting therefrom; and 2) is caused in whole or in part by any negligent act or omission of the contractor and subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, except for those caused by the negligent act or omission of the County.

In any and all claims against the County or any of its agents or employees by any employee of the contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under the previous paragraph shall not be limited in any way as to the amount or type of damages, compensation, or benefits payable by or for the contractor or any subcontractor under Workers' Compensation Acts, disability benefit acts, or other employee benefit acts.

IDENTICAL BIDS

Identical bids or bids which otherwise appear suspicious will be reported to the County Attorney for investigation.

LIMITATION OF COST

The contractor agrees to perform the work specified and complete all obligations under the contract within the stated amounts.

NONAPPROPRIATION

All funds for payment by Pasco County under this contract are subject to the availability of an annual appropriation for this purpose by Pasco County. In the event of nonappropriation of funds by Pasco County for the services provided under the contract, Pasco County will terminate the contract, without termination charge or other liability, on the last day of the then-current fiscal year or when the appropriation made for the then-current year for the services covered by this contract is spent, whichever event occurs first. If at any time funds are not appropriated for the continuance of this contract, cancellation shall be accepted by the contractor on thirty (30) days' prior written notice, but failure to give such notice shall be of no effect, and Pasco County shall not be obligated under this contract beyond the date of termination.

NONCONFORMING TERMS AND CONDITIONS

A bid response that includes terms and conditions that do not conform to the terms and conditions in the bid document is subject to rejection as nonresponsive. Pasco County reserves the right to permit the bidder to withdraw nonconforming terms and conditions from its bid response prior to a determination by Pasco County of nonresponsiveness based on the submission of nonconforming terms and conditions.

NONDISCRIMINATION

By submission of bid, the bidder certifies that the contractor(s) and/or subcontractor(s) providing product(s) or service(s) shall not discriminate against any employee or applicant for employment, to be employed in the performance of such contract, with respect to his/her hire, tenure, terms, conditions, or privileges of employment, because of his/her race, color, religion, sex, disability, or national origin, as outlined in applicable State and Federal regulations.

ORAL STATEMENTS

No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in this contract. All modifications to the contract or purchase order must be made in writing by Pasco County.

PROCUREMENT REGULATIONS

A copy of the Pasco County Procurement Ordinance is available for review at the County Purchasing Department, 8919 Government Drive, New Port Richey, Florida.

PUBLIC INFORMATION

Upon public opening of all bids or proposals presented to Pasco County as a result of this solicitation, any and all information contained therein is considered public and may be reviewed by any persons interested in doing so.

PURCHASE ORDER REQUIREMENT

Purchases of Pasco County are authorized only if a signed purchase order issued in advance of the transaction, showing that the ordering agency has sufficient funds available to pay for the service. Contractors providing services without a signed purchase order do so at their own risk. Pasco County will not be liable for payment for any services provided under the contract unless a valid purchase order has been issued to the contractor.

PAYMENT TERMS AND DISCOUNTS

Unless otherwise indicated in the bid documents, payment terms will be net forty-five (45) days. Terms not consistent with this provision are not acceptable and may be cause for rejection. Pasco County will pay the contractor within forty-five (45) days after the receipt of a correct invoice for reasonable work allocable to the contract or after the date of acceptance of work that meets contract requirements, whichever event occurs later. Payment(s) are considered effective on the date payment is mailed.

Discounts for prompt payment requiring payment by Pasco County within a stipulated number of days will be interpreted as applying within the stipulated number of calendar days after the date of receipt by Pasco County of a correct invoice describing reasonable work allocable to the contract or after the date of acceptance of work that meets contract requirements, whichever event occurs later. Discounts for payment in less than forty-five (45) days will not be considered during evaluation for award, but may be taken if applicable after award.

Payment for construction services will be in accordance with Chapter 218, Part VII, Florida Statutes (The Florida Prompt Payment Act).

PAYMENT PROCEDURES

The Board has adopted Resolution No. 95-70, incorporating its Invoice Payment Procedures Policy in order to help ensure that vendors providing goods and/or services to the Board receive payment in a timely manner and in accordance with Chapter 218, Part VII, Florida Statutes (The Florida Prompt Payment Act). A copy of Resolution No. 95-70 (which includes the policy) is available for viewing during normal business hours at the Office of the Pasco County Clerk of the Circuit Court; 38053 Live Oak Avenue; Department of Secretarial Services, Room 205; Dade City, Florida 33525. Copies of the Resolution may be obtained at a cost of One and 20/100 Dollars (\$1.20). Please make your check payable to Jed Pittman, Clerk of the Circuit Court, and forward payment to the Department of Secretarial Services at the address noted above. For further information, please call (352) 521-4347.

Several payment options are available to successful vendor, upon receipt of a correct invoice:

1. Check may be mailed to the remit address on the invoice. The check is sent to the Post Office the day after Board approval.
2. Check may be picked up in Dade City. The vendor must pick up the check the day after Board approval. The successful bidder or contractor must call (352) 521-4599 for detailed instructions.
3. Payment may be wire-transferred to the vendor's bank account. The vendor must call (352) 521-4599 for detailed instructions.

QUALIFICATIONS OF BIDDERS

The bidder may be required before the award of any contract to show to the complete satisfaction of Pasco County that it has the necessary facilities, ability, and financial resources to provide the service specified therein in a satisfactory manner. The bidder may also be required to give a past history and references in order to satisfy Pasco County in regard to the bidder's qualifications. Pasco County may make reasonable investigations deemed necessary and proper to determine the ability of the bidder to perform the work, and the bidder shall furnish to Pasco County all information for this purpose that may be requested. Pasco County reserves the right to reject any bid if the evidence submitted by, or investigation of, the bidder fails to satisfy Pasco County that the bidder is properly qualified to carry out the obligations of the contract and to complete the work described therein. Evaluation of the bidder's qualifications shall include:

1. The ability, capacity, skill, and financial resources to perform the work or provide the service required.
2. The ability of the bidder to perform the work or provide the service promptly or within the time specified, without delay or interference.
3. The character, integrity, reputation, judgment, experience, and efficiency of the bidder.
4. The quality of performance of previous contracts or services.

RECOVERY OF MONEY

Whenever, under the contract, any sum of money shall be recoverable from or payable by the contractor to Pasco County, the same amount may be deducted from any sum due the contractor under the contract or under any other contract between the contractor and Pasco County. The rights of Pasco County are in addition and without prejudice to any other right

Pasco County may have to claim the amount of any loss or damage suffered by Pasco County on account of the acts or omissions of the contractor.

TAXES

All bids shall be submitted exclusive of direct Federal, State, and local taxes; however, if the bidder believes certain taxes are properly payable, he/she may list such taxes separately in each case directly below the respective item bid price. Prices quoted must be in units specified, and shall not include the cost of any such taxes, including those on any material, supplies, or equipment used or installed in the work. Pasco County does not pay Federal Excise and Sales Taxes on direct purchases of tangible personal property. See Exemption Number on face of the resulting purchase order. This exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for improvement of County-owned real property. Please refer to Chapter 192, Florida Statutes.

UNSATISFACTORY WORK

If, at any time during the contract term, the service performed or work done by the contractor is considered by Pasco County to create a condition that threatens the health, safety, or welfare of the community, the contractor shall, on being notified by Pasco County, immediately correct such deficient service or work. In the event the contractor fails, after notice, to correct the deficient service or work immediately, Pasco County shall have the right to order the correction of the deficiency by separate contract or with its own resources at the expense of the contractor. Notwithstanding the above, Pasco County reserves the right to cancel a resulting contract, without cause, by giving thirty (30) days' prior written notice to the contractor of the intention to cancel.

END OF GENERAL PROVISIONS

SPECIAL PROVISIONS

In addition to the General Provisions of this solicitation, these Special Provisions, along with the specifications that follow, apply in like force to this solicitation and to any subsequent contract resulting therefrom.

CONTRACT TERM

The contract period will begin on October 1, 2007, and continue through September 30, 2009, under the same prices, terms, and conditions as in the original contract approved by the Board, unless canceled in writing by Pasco County. All contracts are subject to the appropriation of funds by the Board.

REQUIREMENTS CONTRACT

During the period of the contract, the contractor shall provide all the services described in the contract. The contractor understands and agrees this is a requirements contract and Pasco County shall have no obligation to the contractor if no services are required. Any quantities that are included in the scope of work reflect the current expectations of Pasco County for the period of the contract. The amount is only an estimate and the contractor understands and agrees Pasco County is under no obligation to the contractor to buy any amount of the services as a result of having provided this estimate or of having any typical or measurable requirement in the past. The contractor further understands and agrees Pasco County may require services in an amount less than or in excess of the estimated annual contract amount, and the quantity actually used, whether in excess of the estimate or less than the estimate, shall not give rise to any claim for compensation other than the total of the unit prices in the contract for the quantity actually used.

END OF SPECIAL PROVISIONS

SPECIFICATIONS

1.0 PURPOSE

1.1 Pasco County hereinafter referred to as "County," desires to solicit proposals from qualified title firms, hereinafter referred to as "Firm," to furnish title work for the Pasco County Community Development Division.

1.2 Scope:

1.3 The County sponsors housing programs to upgrade the housing stock and provide homeownership Countywide.

1.4 The firm will furnish title work for the loans the County provides.

2.0 GENERAL SERVICE REQUIREMENTS

2.1 The Pasco County Community Development Division sponsors a low-interest housing loan program. The firm shall provide the following services for the implementation of these programs.

2.1.1 Title Search: The firm shall search all applicable County records for liens and judgments against the property and the mortgages.

2.1.2 Closing: The firm shall assemble all required documents for loan closing except mortgage and promissory note. The firm shall record all documents with the Clerk of the Circuit Court.

2.1.3 Title Insurance: The firm shall provide title insurance in the amount of the loan at the rates specified by applicable law.

Title insurance and closing procedures must meet the generally accepted standards of the industry and applicable law.

2.1.4 The firm shall service all title work in one (1) or both of the following areas and have a location in the respective areas:

- The western portion of Pasco County, west of U.S. 41.
- The eastern portion of Pasco County, east of U.S. 41.

The firm must have a physical location in the geographic are (east or west) for which a bid is being submitted. Such locations must be maintained for the entire contract term.

2.1.5 Any title company which has defaulted on any contract obligations with Pasco County will not be considered.

2.1.6 **THE COUNTY SHALL PAY ACTUAL RECORDING COSTS, WHICH SHALL BE REIMBURSED TO THE FIRM AFTER CLOSING.**

- 2.1.7 The firm will receive funds in escrow at loan closings, hold the funds, and release them to contractors or to the Community Development Division when requested at no charge to the Community Development Division or borrowers.

**PASCO COUNTY COMMUNITY DEVELOPMENT
PURCHASING PROCEDURES
SPECIAL CONDITIONS FOR FEDERALLY FUNDED HUD CONTRACTS**

COMMUNITY DEVELOPMENT DIVISION—HOUSING PROGRAM TITLE SERVICES

INTRODUCTION: The following special conditions are items which must be contained in bids/contracts which are being fully or partially paid with U.S. Department of Housing and Urban Development (HUD) funds. Some items such as bonding and insurance may be also included elsewhere in the bid/contract documents. The bidder must comply with those County requirements as well as these Federal requirements.

I. SPECIAL CONDITIONS FOR ALL CONTRACTS - PROFESSIONAL SERVICES AND CONSTRUCTION CONTRACTS

Applicable

N/A

A. "Section 3" Clause for Bid Documents—Applies to Any Contract in Excess of \$100,000.00

1. The work to be performed under this contract is on a project assisted under a program providing direct Federal financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that, to the greatest extent feasible, opportunities for training and employment be given lower-income residents of the project area, and contracts for work in connection with the project be awarded to business concerns which are located in or owned in substantial part by persons residing in the area of the project.
2. The parties to this contract will comply with the provisions of the said Section 3 and the regulations issued pursuant thereto by the Secretary of HUD set forth in 24 Part C.F.R. 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.
3. The contractor will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or workers' representative of his commitments under this Section 3 Clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.

4. The contractor will include this Section 3 Clause in every subcontract for work in connection with the project and will, at the direction of the applicant for or recipient of Federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of HUD, 24 Part C.F.R. 135. The contractor will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 Part C.F.R. 135, and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.
5. Compliance with the provisions of Section 3, the regulations set forth in 24 Part C.F.R. 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of the contract, shall be a condition of the Federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors, and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its contractors and subcontractors, its successors, and assigns to those sanctions specified by the grant or loan agreement or contract through which Federal assistance is provided, and to such sanctions as are specified by 24 Part C.F.R. 135.
6. If applicable, the Community Development Division will provide forms to be used to report accomplishments regarding employment and other economic opportunities provided to low- and very low-income persons.

Applicable

N/A

B. Remedies for Violation or Breach of Contract Terms

All claims, disputes, and other matters in question between the parties to this agreement, arising out of or relating to this agreement or the breach thereof, shall be resolved as provided by Florida law. Venue shall be in Pasco County, Florida. Failure to timely comply with the contract without approval from the Board of County Commissioners or the agency being funded shall be deemed a breach of this agreement and the expenses and costs incurred by the County or the agency shall be the burden of the contractor. Disputes regarding the interpretation of this contract shall be resolved in favor of the County.

Applicable

N/A

C. Patents and Copyrights

HUD and Pasco County retain patent rights and copyrights on any project which involves research, developmental, experimental, or demonstration work.

Applicable

N/A

D. Adherence to State Energy Conservation Plan

The successful bidder shall recognize and adhere to mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

Applicable

N/A

E. Access to and Retention of Records

Pasco County, HUD, the Comptroller General of the United States, or any of their authorized representatives shall have access to any books, documents, papers, and records of the contractor which are directly pertinent to this contract, for the purpose of performing audit or project monitoring, and such records shall be subject to examination, copying, excerpting, or transcribing. Retention of all required records for five years after final payment and all pending matters are closed.

Applicable

N/A

F. Contract Work Hours and Safety Standards

Applies to any contracts in excess of \$2,500.00 which may involve the employment of mechanics or laborers (see Paragraph II.B.2).

Applicable

N/A

G. Federal Equal Opportunity Laws—The parties to this contract will comply with the following provisions:

1. Nonsegregated Facilities (for contracts over \$10,000.00).
2. Title VI, Civil Rights Act of 1964.
3. Section 109 of the Housing and Community Development Act of 1974.
4. Section 503 Handicapped (for contracts \$2,500.00 or over).
5. Age Discrimination Act of 1975.
6. Section 504 of the Rehabilitation Act of 1973.

Applicable

N/A

H. Interest of Certain Federal and Other Officials

1. No member of, or delegate to, the Congress of the United States and no Resident Commissioner shall be admitted to any share or part of this

contract or to any benefit to arise from same: Provided, that the foregoing provision of this section shall be construed to extend to this contract if made with a corporation for its general benefit.

2. No member, officer, or employee of the grantee, or its designees or agents, no member of the governing body of the locality in which the project is located, and no other public official of such locality or localities who exercises any functions or responsibilities in connection with the project during his tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed under this contract.
3. The contractor will include the provisions of Paragraphs 1 and 2 in every subcontract so that such provisions will be binding upon each subcontractor.

Applicable

N/A

I. Certification Regarding Lobbying

1. **Certification for Contracts, Grants, Loans, and Cooperative Agreements.** The undersigned certifies, to the best of his or her knowledge and belief, that:
 - a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
 - b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.
 - c. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.

Applicable

N/A

J. Liquidated Damages

A liquidated damages clause must be included in all contracts and subcontracts. The assessment will be a minimum of \$100.00 per day, commencing the first calendar day following the end of the project period and continuing until the job is substantially completed.

Applicable

N/A

K. Insurance

The contractor shall provide, pay for, and maintain insurance of the types and in the amounts described herein. All such insurance shall be provided by responsible companies authorized to transact business in the State of Florida, have an "A" policyholder's rating, and a financial rating of at least Class VIII in accordance with the most current Best's Key Rating Guide, and which are satisfactory to the County. Pasco County must be listed as an additional insured and loss payee.

If any of the work is sublet, the contractor shall ensure that the employees of the subcontractors are covered by similar insurance. Such insurance shall protect him, and any subcontractors performing work from claims for damage to the work by the action or the elements, or from any other cause whatsoever, arising either from the execution or from the nonexecution of the work. The contractor shall rebuild, repair, restore, and make good, without additional compensation, all injury or damage to any portion of the work occasioned by any of the above causes before its completion and acceptance.

1. Architectural, engineering, and construction firms must be insured as follows:

a. Coverage

Amounts and type of insurance shall conform to the following minimum requirements and shall be listed on a current Pasco County Certificate of Insurance form which shall be provided to the contractor by the County, a sample copy of which is included in these special conditions.

b. Workers' Compensation and Employer's Liability Insurance

Coverage shall be maintained by the contractor for all employees engaged in the work, in accordance with the laws of the State of Florida.

The amount of such insurance shall not be less than:

Workers' Compensation - Florida Statutory Requirements

Employer's Liability - \$100,000.00 Each Accident

\$500,000.00 Disease - Policy Limit

\$100,000.00 Disease - Each Employee

The insurance company shall waive its Rights of Subrogation against the County, Board of County Commissioners, and their agencies and employees.

2. Commercial General Liability Insurance

Coverage shall include, but not be limited to, Personal and Advertising Injury, Contractual for this Agreement including any hold harmless and/or indemnification agreement, independent contractors, and Broad Form Property Damage. Limits of coverage shall not be less than the following for Bodily Injury, Property Damage, and Personal Injury, Combined Single Limits:

General Aggregate	<u>\$1,000,000.00</u>
Products - Completed Operations Aggregate	<u>\$1,000,000.00</u>
Personal and Advertising Injury	<u>\$ 500,000.00</u>
Each Occurrence	<u>\$1,000,000.00</u>
Fire Damage (Any One Fire)	<u>\$ 50,000.00</u>

If the General Liability Insurance required herein is issued or renewed on a "claims made" form, as opposed to the "occurrence" form, the retroactive date for coverage shall be no later than the NOTICE TO PROCEED date and shall provide that in the event of cancellation or nonrenewal, the discovery period for insurance claims (Tail Coverage) shall be unlimited.

3. Business Automobile Liability Insurance

Coverage shall be maintained by the contractor as to the ownership; maintenance; and use of all of owned, nonowned, leased, or hired vehicles with limits of not less than:

Combined Single Limit	<u>N/A</u>
Bodily Injury (Per Person)	<u>N/A</u>
Bodily Injury (Per Accident)	<u>N/A</u>
Property Damage	<u>N/A</u>

4. **Professional Liability Insurance** - Architects, consultants, and engineers only (includes errors and omissions) with a **minimum of \$1,000,000.00 regardless of project size.**
5. These insurance provisions are the minimum requirements and amounts for insurance on Federally funded HUD contracts. If there is a conflict between these insurance provisions and any other insurance provision provided in the contract, the more expansive provisions and the provisions with the larger amounts required shall be provided by the contractor.

II. ADDITIONAL SPECIAL CONDITIONS FOR ALL HUD CONSTRUCTION CONTRACTS ONLY

Complete language on the Federal labor laws is included in the attached HUD-4010, which is incorporated by reference.

Applicable N/A

A. All Construction Contracts: Copeland "Anti-Kickback" Act

The contractor shall comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 C.F.R. Part 3). This Act provides that each contractor or subgrantee shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. Pasco County shall report all suspected or reported violations to HUD.

Applicable N/A

B. All Construction Contracts Expected to be Over \$2,000

1. Davis-Bacon Requirements

The contractor shall comply with the Davis-Bacon Act (40 U.S.C. 276a to a-7) as supplemented by Department of Labor regulations (29 C.F.R. Part 5). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In

addition, contractors shall be required to pay wages not less often than once a week. A copy of the prevailing wage rates is included in this solicitation. Any known changes to these wage rates prior to award of contract shall be made known to offerers. In addition, contractors will be required to provide payroll information to the Pasco County Community Development Division on a weekly basis for verification of compliance. **The Pasco County Community Development Division will hold payments until payrolls are submitted and reviewed for correctness.** The Pasco County Community Development Division shall report all suspected or reported violations of this condition to HUD and/or the U.S. Department of Labor.

2. **Contract Work Hours and Safety Standards**

The contractor shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 C.F.R. Part 5). Under Section 103 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard workweek of 40 hours. Work in excess of that standard workweek is permissible provided that the worker is compensated at a rate of not less than 1½ times the basic rate of pay for all hours worked in excess of 40 hours in the workweek. (This requirement applies to time spent on Federally assisted contracts only.) Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his health and safety as determined under construction safety and health standards promulgated by the Secretary of Labor. (These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.)

3. **Contract Termination**

This contract may be terminated upon 30 days' written notice without cause. In the event this contract is terminated without cause, the contractor shall be compensated for all services performed to termination date, together with any expenses incurred to that date. This contract may be terminated by either party upon seven days' written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. In the event the contract is terminated through fault of the contractor, the contractor shall bear all additional expenses incurred by the County for the completion of the contract including those required to retain additional contractors to complete the work.

4. **Equal Employment Opportunity**

Contractors shall comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and

as supplemented in Department of Labor regulations (41 C.F.R. Part 60).

5. **Retainage Clause**

A retainage clause must be included in all contracts and subcontracts. Ten percent of completed work will be withheld from pay requests through substantial completion unless other special conditions in the bid/contract documents have been stated. Retainage will be paid upon final completion of unfinished work and punch list items.

Applicable

N/A

C. All Construction Contracts Over \$10,000.00

1. **Subcontractor Activity Report**

It is HUD's policy to promote procurement opportunities for minority business enterprises and women-owned businesses. Prime contractors shall provide the required subcontractor information as included in the contract documents prior to the first pay request. Changes to the report shall be submitted to the Community Development Division in a timely manner.

Applicable

N/A

D. All Construction Contracts Over \$100,000.00

1. **Section 306 of the Clean Air Act, Section 508 of the Clean Water Act, and EPA Regulations on Nonexempt Federal Contracts**

The contractor shall comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857[h]); Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738; and Environmental Protection Agency Regulations (40 C.F.R. Part 15), which prohibit the use under nonexempt Federal contracts, grants, or loans of facilities included on the EPA List of Violating Facilities. Violations will be reported to HUD and to the USEPA Assistant Administrator for Enforcement (EN-329).

Applicable

N/A

2. **Bonding**

The following represents the minimum bonding requirements:

- a. **A performance bond on the part of the contractor for 100 percent of the contract price.** A "performance bond" is one

executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

- b. **A payment bond on the part of the contractor for 100 percent of the contract price.** A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

A contractor shall provide the appropriate bonds from a surety company authorized to do business in Florida to guarantee the full and faithful performance of his contract obligations and the payment of labor and material expended pursuant to the contract whenever and in amounts as are required under Florida law. If applicable, the Community Development Division will provide copies of the payment and Performance Bond forms, approved by the Pasco County Attorney's Office, that are to be completed by the said surety company.

Any increases in the contract by change orders will require the performance and payment bonds to be increased accordingly.

Applicable

N/A

- c. **Bid Deposit.**

- (1) **A bid guarantee from the bidder equivalent to five percent of the bid price.** The "bid guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying the bid as assurance that the bidder will, upon acceptance of his bid, execute such contractual documents as may be required within the time specified.

Note: Unsuccessful bidders shall be entitled to return of surety. A successful bidder shall forfeit any surety required upon failure of his part to enter a contract within 30 working days after written notice of award.

Applicable

N/A

No contractor or subcontractor of a foreign country included on the list of countries that discriminate against U.S. firms published by the Office of the U.S. Trade Representative (USTR) may be awarded a contract or a subcontract for public works projects. Nor may any product of a country included on this list be provided under a public works project. Any offerer unable to certify compliance with this provision shall submit with its offer a written explanation fully describing the reasons for its inability to comply.

**END OF COMMUNITY DEVELOPMENT
PURCHASING PROCEDURES**

Certificate of Insurance

In consideration of the premiums charged on the insurance policies shown in this certificate, this certificate of insurance is issued to the certificate holder shown below. This certificate does not amend, extend or alter the coverage afforded by the policies listed below except as shown in this certificate.

NAME AND ADDRESS OF AGENCY Telephone No. _____	COMPANIES AFFORDING COVERAGE COMPANY LETTER A COMPANY LETTER B COMPANY LETTER C COMPANY LETTER D COMPANY LETTER E
NAME AND ADDRESS OF INSURED	

This is to certify that the insurance policies listed below have been issued to the insured and are in force at this time. It is agreed that none of these policies will be cancelled or changed so as to affect the insurance described by this certificate until after 30 days notice of such cancellation or change has been delivered to the certificate holder at its address shown below. It is also agreed that 30 days written notice by the insurance companies listed above of their intent not to renew their policies listed below for the same coverages provided in this certificate will be given to the certificate holder at its address shown below. The policies shown in this certificate are primary to any insurance carried by the certificate holder, or any self insurance program thereof.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	ALL LIMITS IN THOUSANDS	
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR. <input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT.				GENERAL AGGREGATE	\$ 1,000
					PRODUCTS-COM/OPS AGGREGATE	\$ 1,000
					PERSONAL & ADVERTISING INJURY	\$ 500
					EACH OCCURRENCE	\$ 1,000
					FIRE DAMAGE (Any one fire)	\$ 50
					MEDICAL EXPENSE (Any one person)	
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> GARAGE LIABILITY				COMBINED SINGLE-LIMIT	
					BODILY INJURY (Per person)	
					BODILY INJURY (Per accident)	
					PROPERTY DAMAGE	
	EXCESS LIABILITY <input checked="" type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE	\$ -
					AGGREGATE	\$ -
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				STATUTORY	
					\$100	(EACH ACCIDENT)
					\$500	(DISEASE-POLICY LIMIT)
					\$100	(DISEASE-EACH EMPLOYEE)
	OTHER Professional Liability or Errors and Omissions					\$1,000

Contractual Liability Coverage
Description of Contract: _____

All insurance policies issued in relation to the described contract contain the severability of interest clause applicable to the named insured and Pasco County, Florida.

Pasco County, Florida has been named as an additional insured as respects the contract entered into as described herein;

Copy of the agent's license with each insurance company named above or agent's power of attorney executed by the insurance company must be attached to this certificate.

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES _____

PASCO COUNTY FLORIDA Attn: Community Development Division Address 7530 Little Road, Suite #340 New Port Richey, FL 34654	Date Issued _____ Authorized Representative _____ Address _____ Telephone Number _____
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END OF SPECIFICATIONS

BID FORM

Business Name: _____

Item No.	West Side of Pasco County Housing Program Title Work per Attached Specifications	Total
1.	Title Search	_____
2.	Closing	_____
3.	Title Insurance Minimum Fee (if Any)	

Item No.	East Side of Pasco County Housing Program Title Work per Attached Specifications	Total
4.	Title Search	_____
5.	Closing	_____
6.	Title Insurance Minimum Fee (if Any)	

"We offer to sell/provide Pasco County, Florida, the above item(s) and/or service(s) at the price(s) stated, in accordance with the terms and conditions contained herein. In addition, the item(s) and/or service(s) offered above meet all specifications contained herein or attached, unless otherwise stipulated by exception. This offer to sell/provide is firm for ninety (90) days."

(Signature of Bidder—Ink)

(Printed Name and Title)

(Business Name)

Receipt of Addendum No. _____ through No. _____ is acknowledged.

Business Name: _____

Doing Business as (if Applicable): _____

Division of (if Applicable): _____ Fed ID No.: _____

Business Organization:

Corporation:

Partnership: General Limited

Limited Liability Company (LLC):

State Registered In: _____ Year: _____

Sole Proprietorship: Owner: _____

Other: _____

Telephone: _____

Facsimile: _____

Address: _____

Date: _____, _____