

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

507



FROM: Assessor Clerk Recorder, Treasurer-Tax Collector, & TLMA Code Enforcement

SUBMITTAL DATE:
May 14, 2008

SUBJECT: APPROVE THE AGREEMENT FOR TITLE SEARCH SERVICES FOR OTHER THAN LOW BID WITH RZ TITLE SERVICES, INC., FOR THE ASSESSOR CLERK RECORDER, TREASURER-TAX COLLECTOR, & TLMA CODE ENFORCEMENT

RECOMMENDED MOTION: Move that the Board of Supervisors:

1. Approve and execute the personal service agreement with RZ Title Services, in the annual amount of \$410,000 for five years, renewable in one-year increments, in accordance with Ordinance 459.4 as follows:
 - Assessor Clerk Recorder: \$50,000
 - TLMA-Code Enforcement: \$160,000
 - Treasurer-Tax Collector: \$200,000
2. Authorize the Purchasing Agent to sign amendments and exercise renewal options for an amount not to exceed the CPI rates.

(Continued on Page 2)

Jay E. Orr
Jay E. Orr, Director
Code Enforcement

Paul McDonnell
Paul McDonnell, Treasurer-Tax Collector

Larry W. Ward
Larry W. Ward
Assessor Clerk Recorder

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 131,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 79,200	Budget Adjustment:	No
	Annual Net County Cost:	\$ 140,800	For Fiscal Year:	FY 08/09

SOURCE OF FUNDS:	Tax Collector-Departmental Revenue	Positions To Be Deleted Per A-30 <input type="checkbox"/>
	Code Enforcement – General Fund 88%, Revenue 12%	
	Assessor – Department Revenue	
		Requires 4/5 Vote <input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE
Christopher M. Hans
BY: _____
Christopher M. Hans

County Executive Office Signature

FORM APPROVED COUNTY COUNSEL
 BY: *Neal R. Kiranis*
 DATE: 5/21/08
 NEAL R. KIRANIS
 Purchasing: *Mark Seiler*
 Mark Seiler, Assistant Director

Dept's Recomm.: Consent Policy
 Per Exec. Ofc.: Consent Policy

Prev. Agn. Ref.: 3.19 o12/4/04 | District: | Agenda Number:

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

3.11

BOARD OF SUPERVISORS

FORM 11: APPROVE THE AGREEMENT FOR TITLE SEARCH SERVICES FOR OTHER THAN LOW BID WITH RZ TITLE SERVICES, INC., FOR THE ASSESSOR CLERK RECORDER, TREASURER-TAX COLLECTOR, & TLMA CODE ENFORCEMENT

PAGE 2

BACKGROUND

The Treasurer-Tax Collector's office is responsible for conducting tax sales for tax defaulted property. In order to meet legal requirements on notification, there is a need for a title search company to provide "parties of interest title reports." This service shall provide a report showing all parties of interest that would have a claim to the property that is being offered for sale. This report also shows all transfers, lien holders, judgments, and pending actions/bankruptcies in relationship to the property. The costs of the reports are included in the minimum bid on the tax auction and thus the cost of these reports is essentially covered by tax sale proceeds.

The Code Enforcement Division of the Transportation and Land Management Agency is responsible for enforcing various County Ordinances and Codes relating to the abatement of public nuisances such as substandard buildings, junk, trash and debris, substandard mobile homes, and inoperable vehicles. In order to meet legal requirements on notification, there is a need for a title search company to provide "parties of interest title reports" also sometimes referred to as "lot book reports."

The Assessor-County Clerk-Recorder office is responsible for reading and interpreting legal descriptions on recorded deeds relating to ownership of real property. The company will be writing/creating the legal descriptions that will be added to tax sale deeds for the Treasurer-Tax Collector's office.

PRICE REASONABLENESS: On behalf of the Treasurer-Tax Collector, TLMA-Code Enforcement, and the Assessor-Clerk Recorder, the Purchasing Department issued a formal Request for Proposal (RFP) TTARC006 for Parties of Interest Reports. The RFP was sent to (70) seventy potential bidders and was advertised on the Purchasing website. Three (3) proposals were received in response to the RFP. Proposals were evaluated and scored by members from the Treasurer Tax Collector, TLMA, and County Purchasing based on evaluation criteria set forth in the RFP; overall responsiveness and general understanding of the RFP requirements, price reasonableness, contractor experience, financial status, references with demonstrated success, technical capability, clarification, exception or deviations, credential, resume, license, certifications, and the vendor's ability to meet the County's needs. The County received three responses with a bid range of \$72.00 to \$210.00 per report parcel report. The evaluation team selected RZ Title Services, Inc., as the most responsive responsible vendor with a cost \$120.35 per parcel report. The County reviewed samples of the parties of interest reports from the vendors that responded to the bid. The results of the sampling confirm that RZ Title Services provides a comprehensive report that support the requirements of the County and will meet all due dates as requested by the departments. The current cost to the County is \$150.00 per report. The new cost will provide a cost savings of \$29.65 per report and estimated annual savings of \$40,000. Information that is provided in these reports must be accurate and free of error. RZ Title Services, Inc. has provided excellent service with the County of Riverside and other government agencies.

REVIEW AND APPROVAL: Riverside County Purchasing and Fleet Services and County Counsel concur with this request.

FORM 11 ATTACHMENT SUMMARY DATA

Form 11 Attachment Contract/Lease/Purchase Summary Data

Contract

Lease

Purchase

Approval/Renewal

Approval/Renewal

Sole Source

Sole Source

Multi-Year Lease

Other Than Low Bid

Personal Services

Equipment

Change Order

Independent Contractor

Real Property

Other than low Bid

Change Order

Change Order

User Department:	Tax Treasurer Collector TLMA Code Enforcement Assessor Clerk-Recorder
-------------------------	---

Selection Committee Member Names (RFP's only)
Melissa Johnson, Jim Monroe, Colleen Espino,
Walter Mack

Local Preferences Applied: No
Effected Award? No

Vendor/Lessor Name:	RZ Title Co
----------------------------	-------------

Vendor/Lessor Location:	LA County, CA
--------------------------------	---------------

Applicable Board Policy # California Code 459.4

Comments: Parties of Interest Reports for Tax Treasurer and Code Enforcement

RFQ/RFP Process:

Date Mailed: 11/05/2007
Response Date: 12/06/2007
of Responses: 3
of Qualified Responses: 3

Bidding Process:

Bid Range: See Attachment
Local Bid Range: NA
Responsive and
Responsible Bid Range: See Attachment
Local Preference FYTD: NA

**Contract/Lease Renewals Only
Proposed Differences**

Existing Agreement Items

Proposed Agreement Items

1. Rates
2. Terms
3. Conditions
4. Legal Issues
5. Accountability
6. Other

(Continue on blank sheet, if necessary)