



ADDENDUM #1

To: All Companies Interested in Submitting a Bid
From: Diane Muench, CPPB, Purchasing Agent
Bid: Title Report Services, RFB #PUR0516-193 Dated: May 31, 2016
Subject: Addendum #1 (1 page)
Date: June 7, 2016

Note the following specification changes/additions/clarifications relative to the above Request for Bid.

- 1) **Question:** Bids are requested for both "Report of record ownership and liens" and "Report of Title". In our industry, ownership and lien reports are historically the less extensive of the report formats and include only titleholders, liens and judgments, and taxes. In addition to that information, Report of Titles also contain items such as easements, restrictions, surveys and plats. Are the document noted for each report type consistent with your expectations?
Answer: Yes.
 - 2) **Question:** What type of product and documents are required for a "Tax Search"?
Question: Tax Search- what is the purpose of the search? Is it for a tax sale? Or just for current taxes?
Answer: Identifies all tax lien interests back to title holder through present because all interested parties need to be notified prior to City taking title.
 - 3) **Question:** Bids are requested for "Final continuation services – Residential" and "Final continuation services – Commercial", and then also for "Final extension". Are there different requirements for Final continuation services and Final extensions?
Answer: They are the same, the only difference is between residential and commercial.
 - 4) **Question:** Copy of Abstract- I am not sure if this means a duplicate of an abstract that you already have or if you are asking us to copy a different abstract. Some abstract have copyrights on their certification pages so this would make a difference in what we were able to quote.
Answer: Copy of Abstract is not required and should be disregarded in response to this proposal.
 - 5) **Question:** Final extension- Is this referring to a Final extension for a report or what type of product? Final Abstract continuation is already listed above so this is a bit confusing.
Answer: Final extension and Final continuation is the same - proposers can disregard Final extension.
 - 6) **Question:** There are requests for separate residential and commercial continuation and final pricing. Would the City also entertain bids for report products and new abstracts which are set out by residential and commercial pricing?
Answer: Yes.
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All addenda that you receive shall become a part of the contract documents and shall be acknowledged and dated on the bottom of the Signature Page (Attachment B). The deadline for sealed bids is Tuesday, June 14, 2016, before 3:00 pm CDT at the Office of the City Clerk, 101 First Street SE, Cedar Rapids, IA 52401.