



Request for Quote

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
 ONE CAPITOL HILL
 PROVIDENCE RI 02908

BUYER: Righter, Maxwell W
 PHONE #: 401-574-8179

CREATION DATE : 06-FEB-20
 BID NUMBER: 7601790
 TITLE: MPA-439 / CR-24 - Escrow and Title Services
 BLANKET START : 01-APR-20
 BLANKET END : 30-JUN-23
 BID CLOSING DATE AND TIME:06-MAR-2020 10:00:00

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 MASTER PRICE AGREEMENT
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Requisition Number:

Note to Bidders: QUESTIONS concerning this solicitation must be emailed and received by the Division of Purchases at Max.Righter@purchasing.ri.gov no later than Wednesday, February 19th, 2020 at 5:00 pm (EST), in a Microsoft Word attachment with the corresponding solicitation number. Questions, if any, and responses will be posted on the Division of Purchases website at www.purchasing.ri.gov as an addendum to this solicitation.

Line	Description	Quantity	Unit	Unit Price	Total
1	4/1/2020 - 6/30/2023 Hourly Standard Rate for Attorneys	1.00	Hour		
2	4/1/2020 - 6/30/2023 Hourly Overtime Rate for Attorneys	1.00	Hour		
3	4/1/2020 - 6/30/2023 Title Insurance Rate (per thousand)	7,680.00	Thousand		
4	4/1/2020 - 6/30/2023 Title Search Hourly Rate	330.00	Hour		
5	4/1/2020 - 6/30/2023 Title Preparation Hourly Rate	1.00	Hour		
6	4/1/2020 - 6/30/2023 Closing Document Preparation Hourly Rate	60.00	Hour		
7	4/1/2020 - 6/30/2023 Preparation/Review of Documents Hourly Rate	1.00	Hour		
8	7/1/2023 - 6/30/2024 Hourly Standard Rate for Attorneys - Option Year	1.00	Hour		
9	7/1/2023 - 6/30/2024 Hourly Overtime Rate for Attorneys - Option Year	1.00	Hour		
10	7/1/2023 - 6/30/2024 Title Insurance Rate (per thousand) - Option Year	2,350.00	Thousand		
11	7/1/2023 - 6/30/2024 Title Search Hourly Rate - Option Year	100.00	Hour		
12	7/1/2023 - 6/30/2024 Title Preparation Hourly Rate - Option Year	1.00	Hour		
13	7/1/2023 - 6/30/2024 Closing Document Preparation Hourly Rate - Option Year	20.00	Hour		

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer



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Line	Description	Quantity	Unit	Unit Price	Total
14	7/1/2023 - 6/30/2024 Preparation/Review of Documents Hourly Rate - Option Year	1.00	Hour		
15	7/1/2024 - 6/30/2025 Hourly Standard Rate for Attorneys - Option Year	1.00	Hour		
16	7/1/2024 - 6/30/2025 Hourly Overtime Rate for Attorneys - Option Year	1.00	Hour		
17	7/1/2024 - 6/30/2025 Title Insurance Rate (per thousand) - Option Year	2,350.00	Thousand		
18	7/1/2024 - 6/30/2025 Title Search Hourly Rate - Option Year	100.00	Hour		
19	7/1/2024 - 6/30/2025 Title Preparation Hourly Rate - Option Year	1.00	Hour		
20	7/1/2024 - 6/30/2025 Closing Document Preparation Hourly Rate - Option Year	20.00	Hour		
21	7/1/2024 - 6/30/2025 Preparation/Review of Documents Hourly Rate - Option Year	1.00	Hour		

Delivery: _____

Terms of Payment: _____

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STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration
Division of Purchases
One Capitol Hill, 2nd Floor
Providence, RI 02908

TEL: (401) 574-8100
FAX: (401) 574-8387
TDD: (401) 574-8228
Website: www.ridop.ri.gov

Bid Specifications
Solicitation # 7601790
MPA-439 / CR-24
Escrow & Title Services

Blanket Requirements:

4/1/2020-6/30/2023 with **two (2) one-year renewal options**, at the sole option of the State Of Rhode Island.

Delivery as requested by user agency.

Continuous Recruitment:

This Continuous Recruitment (CR) Master Price Agreement (MPA) may be awarded to one (1) or more qualified firms at the sole discretion of the State.

Proposals may be submitted from the initial submission deadline until June 30th, 2022 at 11:00 am. Proposals received after the initial submission deadline will be reviewed at the end of each calendar quarter beginning October 1st, 2020.

- Proposals received after the initial deadline to 9/30/2020 will be reviewed after 10/1/2020.
- Proposals received from 10/1/2020 to 12/31/2020 will be reviewed after 1/1/2021
- Proposals received from 1/1/2021 to 3/31/2021 will be reviewed after 4/1/2021
- Proposals received from 4/1/2021 to 6/30/2021 will be reviewed after 7/1/2021
- Proposals received from 7/1/2021 to 9/30/2021 will be reviewed after 10/1/2021
- Proposals received from 10/1/2021 to 12/30/2021 will be reviewed after 1/1/2022
- Proposals received from 1/1/2022 to 3/31/2022 will be reviewed after 4/1/2022
- Proposals received from 4/1/2022 to 6/30/2022 will be reviewed after 7/1/2022

Vendors that have submitted proposals that have been found to be qualified will be added to the recruitment list. Contracts awarded as a result will run concurrently with other awarded contracts under MPA-439 and will be subject to the same terms and conditions.

Background:

The State of Rhode Island, Division of Purchases is seeking bids from qualified title firms and/or licensed attorneys to provide various services including the following: representing State agencies at closings, performing real estate title searches, preparing reports of title, preparing real estate escrow agreements, and issuing title insurance policies. "Title firms" shall include the following: title insurance companies, title agents, attorneys-at-law, and law firms meeting the minimum qualifications established by this solicitation. Services are to be provided on an "as



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and when required” basis, upon request of State agencies, with emphasis being placed on the Vendor’s ability to provide timely responses to the agency’s title and escrow service requests.

Estimated quantities are based upon historical usage of all vendors over the previous contract term and are provided for bidding purposes only. **There is no guarantee of any level of purchasing activity on behalf of the State to any vendor or vendors listed on the MPA.**

Vendors are required to provide a quote for each discrete service or project requested by the user agencies. The Division of Purchases has the authority to remove vendors from the MPA list if non-responsive to User Agency requests for quotes.

Notwithstanding the above, the Division of Purchases reserves the right to award on the basis of cost alone, to accept or reject any or all proposals, and to award in the State’s best interest.

MPA-439 vendors may be utilized by any State agency. In addition, MPA-439 vendors may be utilized by quasi-public agencies, Rhode Island municipalities, school districts, waste or water facilities. All ordering and billing shall be between the vendor and the User Agency. Once need has been determined, utilization by the User Agency will be based on a number of factors, including but not limited to price, expertise, and availability.

Specifications

Title insurance companies utilized by vendors must have the capability to directly originate and issue title insurance policies in the State of Rhode Island.

All title insurance commitments and policies are subject to the review and approval of the agency requesting the service.

Title insurance commitments and policies may be subject to the review and approval of federal agencies, including but not limited to, the U.S. Fish and Wildlife Service, USDA, and other funding sources.

All title insurance policies must delete the standard title insurance exceptions for tenants in possession, survey, adverse, possession, and mechanics liens, unless the agency agrees to the inclusion of such as an exception in a particular policy.

Title insurance commitments must be submitted within forty-five (45) days, unless otherwise agreed to by the agency, in advance.

Title insurance policies must be issued within thirty (30) days of the closing.

Attorneys must be duly authorized to practice law in the State of Rhode Island.



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Attorneys/ law firms must carry professional liability/malpractice insurance during the entire term of the contract with individual claims coverage of no less than \$2,000,000.00 per occurrence, \$2,000,000.00 annual aggregate.

The State agrees to pay for all documented direct costs related to the closing, including recording fees, payment of taxes, documentary stamps, or any other direct cost approved and authorized by the agency. All direct cost reimbursements will be made **at cost** to the title company.

Proposal Requirements:

Interested vendors should submit a proposal containing the following information:

- Evidence of a minimum of five (5) years providing similar services.
- Evidence of an office (primary or ancillary) within 30 miles of the State of Rhode Island.
- Documentation of authority to practice law in the State of Rhode Island.
- Resumes of key staff who will administer the services covered by this solicitation, with emphasis on experience in title services.
- Additional staff or services as may be available through subcontractors, subsidiaries or corporate partners.
- Attached bid sheet. Vendors may submit a price for each of the three (3) years or the applicable *pro rata* portion thereof if the proposal is submitted during a subsequent quarter. If one price per service is offered, that price will remain firm for the entire contract term. Prices submitted are the maximum allowable rates under this MPA. There is nothing to prevent vendors from offering, or agencies requesting, lower rates. Prices should include the following:
 - Rates per thousand dollars for title insurance policies.
 - Hourly rates for attorney/legal services, if not included in the title policy rate.
 - Hourly rates for each of the following services:
 - Title search
 - Title report
 - Closings
 - Preparation and/or review of documents.

Additional Proposal Contents:

In addition to the contents described above, submissions should include the following:

- One completed and signed RIVIP Bidder Certification Cover Form, downloaded from the Division of Purchases website at www.purchasing.ri.gov
- One completed and signed Rhode Island W-9, downloaded from the Division of Purchases website at www.purchasing.ri.gov/rivip/publicdocuments/fw9.pdf



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Proposal Submission:

Interested vendors must submit proposals to provide the goods and/or services covered by this RFQ on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases, shall not be accepted.

Proposals should be mailed or hand-delivered in a sealed envelope marked "RFQ# 7601790" to:

RI Dept. of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time shall not be accepted. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time shall be determined to be late and shall not be accepted. Proposals faxed, or emailed, to the Division of Purchases shall not be accepted. The official time clock in the reception area of the Division of Purchases.

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

AWARD

THE STATE, AT ITS SOLE DISCRETION, SHALL RESERVE THE RIGHT TO MAKE ONE OR MULTIPLE AWARDS FOR THIS REQUIREMENT AND/OR TO REJECT ANY OR ALL BIDS.

CAMPAIGN FINANCE COMPLIANCE

CAMPAIGN FINANCE: In accordance with RI General Law 17-27-2, Every person or business entity providing goods or services of \$5,000 or more, and has in the preceding 24 months, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, or candidate for general office, any member, or candidate for general assembly, or political party, is required to electronically file an affidavit regarding political contributions at:

<https://secure.ricampaignfinance.com/RhodeIslandCF/Public/VendorAffidavit.aspx>

ARRA SUPPLEMENTAL TERMS AND CONDITIONS

For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions For Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at www.purchasing.ri.gov.

DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:

No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.

For all Purchase Orders issued on behalf of the University of Rhode Island, Community College of Rhode Island, and Rhode Island College, vendors will receive a confirming order from the respective entity prior to proceeding.

MASTER PRICE AGREEMENT CONTRACT ADMINISTRATIVE FEE

In 2017 the General Assembly amended the "State Purchases Act", R. I. Gen. Laws § 37-2-12 (b) to authorize the Chief Purchasing Officer to establish, charge and collect from vendors listed on master price agreements ("MPA") a contract administrative fee not to exceed one percent (1%) of the total value of the annual spend against their MPA contracts. All contract administrative fees collected from MPA vendors shall be deposited into a restricted receipt account which shall be used for the purposes of implementing and maintaining an online eProcurement system and other costs related to State procurement. In accordance with this legislative initiative the Division of Purchases is upgrading the State procurement system through the purchase and installation of an eProcurement system.

The contract administrative fee shall be applicable to all purchase orders issued relative to State MPA contracts. Therefore, effective January 1, 2020 all MPA contracts shall be assessed the 1% contract administrative fee.

INSURANCE REQUIREMENTS (ADDITIONAL)

ANNUAL RENEWAL INSURANCE CERTIFICATES FOR WORKERS' COMPENSATION, PUBLIC

LIABILITY, PROPERTY DAMAGE INSURANCE, AUTO INSURANCE, PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS), BUILDER'S RISK INSURANCE, SCHOOL BUSING AUTO LIABILITY, ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL), VESSEL OPERATION (MARINE OR AIRCRAFT) PROTECTION & INDEMNITY, ETC., MUST BE SUBMITTED TO THE SPECIFIC AGENCY IDENTIFIED IN THE "SHIP TO" SECTION OF THE PURCHASE ORDER. CERTIFICATES ARE ANNUALLY DUE PRIOR TO THE BEGINNING OF ANY CONTRACT PERIOD BEYOND THE INITIAL TWELVE-MONTH PERIOD OF A CONTRACT. FAILURE TO PROVIDE ANNUAL INSURANCE CERTIFICATION MAY BE GROUNDS FOR CANCELLATION.

LICENSE REQUIREMENTS (COPY OF LICENSE/PERMIT NOT REQUIRED)

VENDOR (OWNER OF COMPANY) IS RESPONSIBLE TO COMPLY WITH ALL LICENSING OR STATE PERMITS REQUIRED FOR THIS TYPE OF SERVICE. IN ADDITION TO THESE LICENSE REQUIREMENTS, BIDDER, BY SUBMISSION OF THIS BID, CERTIFIES THAT ANY/ALL WORK RELATED TO THIS BID, AND ANY SUBSEQUENT AWARD WHICH REQUIRES A RHODE ISLAND LICENSE(S), SHALL BE PERFORMED BY AN INDIVIDUAL(S) HOLDING A VALID RHODE ISLAND LICENSE.

MPA BID AWARD (STATEWIDE APPLICABILITY)

STATEWIDE APPLICABILITY - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).

MULTI YEAR AWARD

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

READING VENDOR NAMES ONLY

DUE TO LENGTH OF BID AND TIME CONSTRAINTS, THE STATE WILL ONLY ACKNOWLEDGE RECEIPT AND READ THE NAMES OF VENDORS SUBMITTING PROPOSALS. NO EXAMINATION OF DOCUMENTS OR PRESENTATION OF INFORMATION CONTAINED IN PROPOSALS WILL BE MADE AVAILABLE AT THE BID OPENING; HOWEVER, INSTRUCTIONS TO OBTAIN THE TABULATION OR SUMMARY OF BID RESPONSES WILL BE MADE AVAILABLE AT THE RI DIVISION OF PURCHASES WEBSITE AT WWW.PURCHASING.RI.GOV

PURCHASE AGREEMENT BID

BIDDING (a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State. (b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered. (c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost. (d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request. ORDERING (a) The User Agency(s) will submit individual orders for the various

items and various quantities as may be required during the agreement period. (b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.

Mailing Address for Bid Proposals issued by the State of Rhode Island, Division of Purchases:

All Bid Proposals must be submitted to the following address:

State of Rhode Island

Department of Administration

Division of Purchases, 2nd Floor

One Capitol Hill

Providence, RI 02908

REIMBURSEMENT RATE

COMPENSATION TYPE - REIMBURSEMENT. RATE OF REIMBURSEMENT SET AT \$1 FOR EACH \$1 OF ALLOWABLE EXPENSES.