



Office of the County Auditor

Alison H. McCoy

47 South Main Street

Tooele, Utah 84074

REQUEST FOR BID/PROPOSAL

2019 TITLE SEARCH FOR TAX SALE PROPERTIES

The Office of the Tooele County Auditor is accepting bids/proposals from qualified vendors to provide **Full Title Research Reports also known as Full Preliminary Title Reports** for parcels that have been certified delinquent and may be potentially sold at tax sale. Delinquent parcels may include real property and mining claims. These reports will be used by the Auditor's office to determine the ownership and encumbrance status of the property and for notification purposes.

SPECIFICATIONS

Full title research report/ preliminary report should contain, at a minimum, a full title search to include the following:

- Name of current owner with most current record address
- Liens and lienholders
- Mechanics liens and lienholders
- Any parties that have a recorded interest in the parcel outside of liens
- Any recorded judgments
- Unusual or unique requirements imposed by CCRs
- Deeds recorded with noted errors that have not been corrected by a later document
- Any other recorded document that could create uncertainty about the ownership of a parcel

All supporting, or exception documents should be referenced in the report by entry number, book, page, case number, etc. Copies of documents not retained within the Tooele County Recorder's office may be required.

ORDER AND DELIVERY

It is anticipated that a list of parcels to be researched will be delivered to the selected vendor(s) on or about April 1, 2019. Upon receipt, the list may contain several hundred parcels, but will be updated and reduced as tax payments or other considerations are made. The Auditor's office will maintain regular contact with the vendor(s) to determine an order of production, to allow for efficiency and avoid undue work. It is estimated that the actual search requirement will be more or less than 50 parcels. The selected vendor(s) will be required to send reports as they are completed (daily if possible) via email to the Auditor until the entire list of parcels is completed. All reports must be completed and sent to Auditor by no later than April 26, 2019.

PAYMENT TERMS

Payment will be via check with a net 30 term. Payment will be upon completion of order and issue of final invoice.

INSTRUCTIONS TO SUBMIT BID/PROPOSAL

Bids should comprise, at a minimum, the enclosed bid cover page

BIDS ARE DUE NO LATER THAN 5:00 P.M. ON FEBRUARY 28, 2019

OFFERED BID PRICE COVER PAGE

TITLE SEARCH TOOELE COUNTY TAX SALE PROPERTIES

I/we do hereby submit a bid or proposal to accomplish the title work as outlined in the Request for Bid/Proposal "2019 Title Search for Tax Sale Properties" at the per parcel report price offered below. I/we further agree to accomplish the requested title searches by the due date of April 26, 2019.

Title Company Name:	
Address:	
Phone Number:	
Company State License Number:	
Name of Agent Submitting Bid:	
Amount of Bid Per Parcel Searched:	
Projected Daily Report Delivery:	

Authorized Signature

Date

Please submit bids to:

Office of the Tooele County Auditor

Alison H. McCoy

47 South Main Street

Tooele, UT 84074

Email: amccoy@tooeleco.org

Phone: (435) 843-3310