



SHELBY COUNTY GOVERNMENT
 160 N. Main Street, Suite 900, Purchasing
 MEMPHIS, TENNESSEE 38103
 (901) 222-2250

Purchase Order No.
B037293

Issue Date
12/04/20

Purchase Order

Vendor No.	Delivery Required	Terms	Ship Via	F.O.B	Requisition No.
A1767	06/30/21	N30		DEST	R082630

Issued CHICAGO TITLE INSURANCE COMPANY
 To 6060 POPLAR AVENUE
 SUITE LL37
 MEMPHIS, TN 38119

Ship SHELBY COUNTY DIVISION OF PLANNING
 To DEVELOPMENT
 125 N. MAIN, RM 468
 MEMPHIS, TN 38103

EOC #: EOC-V-0321-28618
 Buyer: SONJA WORTHY

IF MATERIAL SAFETY DATA SHEETS ARE
 REQUIRED ON PRODUCT(S) THAT YOU WILL BE
 PROVIDING. PLEASE SUBMIT SAME WITH
 PRODUCT(S) DELIVERED.

Item	Quantity	U/M	Description	Unit Price	Extended Price
1			ENCUMBRANCE OF FUNDS FOR CLOSING SERVICES FOR BIG CREEK PROJECT NDRG-GRANT *SINGLE BID* COMMODITY: 946/46 ACCOUNT DISTRIBUTION: 297-271271-6678 <div data-bbox="456 1272 932 1556" style="border: 1px solid black; padding: 5px; margin-top: 20px;"> <p>I hereby certify that the goods/service on attached invoice(s) have been received and that payment is in order. This is a _____ Partial _____ Final Payment. Payment Amount Approved: \$ _____ _____ Signature Date</p> </div>	21000.00000	21000.00
Total of Purchase Order					21000.00

ORDER SUBJECT TO TERMS AND CONDITIONS ON REVERSE SIDE
 BILLING INSTRUCTIONS: SHOW PURCHASE ORDER NUMBER
 ON ALL INVOICES. NOTE: PAYMENTS MAY BE DELAYED UNLESS
 BILLING INSTRUCTIONS ARE FOLLOWED EXACTLY.

SEND ORIGINAL INVOICE TO:
 SHELBY COUNTY DIVISION OF PLANNING
 DEVELOPMENT
 125 N. MAIN, RM 468
 MEMPHIS, TN 38103
 901-576-7197

Christin L. Webb

 APPROVED: ADMINISTRATOR OF PURCHASING

12/04/20

 Date

Christin L. Webb

 Authorized Signature



SCRBE Department

6463 Haley Road
Memphis, TN 38134

Office: 222-7715
Cell: 508-4038

Shelby County Tennessee

Lee Harris, Mayor

Memo

To: Darren Sanders
County Engineer

From: Bill Goss *BA*
Right of Way Manager
SCRBE Department

Date: November 17, 2020

Re: **Bid Quotes for Closing Services – Selection Recommendation**

In response to our 10/27/20 - 11/01/20 advertisements run in the La Prensa Latina, Daily News, Tri-State Defender and Memphis Flyer requesting the submittal of one (1) bid to provide Closing Services for the following two project categories, please find below a table listing all of those who submitted a bid and their respective bids (See attached advertisement for request of bids).

- Big Creek Wetland & Recreation Area Project, Activity # 4-NDR-01; Phase Nos. 01, 02 & 03 - from U.S. Highway 51 North to Sledge Rd.
- South Cypress Creek Property Acquisition Project, Activity #2-NDR-04; located within a residential community generally bounded by CN Railroad on the north, Ford Road on the east, West Mitchell Road on the south, and an irregular boundary between Weaver Road and CN Railroad on the west.

BIDDER	TOTAL UNIT BID AMOUNT PER CLOSING
Chicago Title Insurance Company	Up to \$ 700.00

Based upon our 10/27/20 - 11/01/20 advertisements, the successful bidder will provide Closing Services for purchases up to twenty-five (25) improved residential properties and fifty (50) unimproved properties under a federal grant as part of the above stated project categories, commencing upon the issuance of the County's "Notice to Proceed". Based upon the fact that only one (1) bid was received and it being deemed reasonable, it is my recommendation that **Chicago Title Insurance Company, should be selected to provide these Closing Services.**

Because we are not exactly sure how many properties end up being purchased, I recommend that a Purchase Order in the total amount of **\$ 49,700.00** be issued to Chicago Title Insurance Company for Closing Services. As soon as possible, we will need to request the issuance of this Purchase Order because time is of the essence for completing the purchase of these properties.

Let me know if develop questions or need additional information.



NOTICE TO BIDDER(S)

Bids will be received by the Shelby County Government through the Shelby County Roads, Bridges, and Engineering Department, 6463 Haley Road, Memphis, TN 38134 until November 16th, 2020 at 3:00 p.m. as shown below:

Shelby County is soliciting **ONE BID** from a title company to provide Closing Services for purchases up to twenty-five (25) improved residential properties and fifty (50) unimproved properties under a federal grant as part of:

- **Big Creek Wetland & Recreation Area Project, Activity # 4-NDR-01; Phase Nos. 01, 02 & 03 - from U.S. Highway 51 North to Sledge Rd.**

- **South Cypress Creek Property Acquisition Project, Activity #2-NDR-04; located within a residential community generally bounded by CN Railroad on the north, Ford Road on the east, West Mitchell Road on the south, and an irregular boundary between Weaver Road and CN Railroad on the west.**

These Closing Services would include, but not limited to, the following:

1. Review our existing Title Searches and securing any necessary Title Search updates.
2. Preparing all closing documents, including the Warranty Deeds, Releases, Affidavits, Closing Statements, etc.
3. Scheduling and conducting the closings with the property owners.
4. Receiving, escrowing and disbursing closing funds.
5. Processing payoffs on outstanding loans, liens, taxes, etc.
6. Recording the property transfer documents (i.e. Warranty, Releases, Affidavits, etc.)
7. Issuing Title Policies on all acquisitions with a purchase price of \$25,000 or greater.
8. Billing the County for closing costs.

This Bid must be based upon the provider's ability/commitment to complete all closings within sixty (60) calendar days from the receipt of the County's Notice to Proceed with each closing.

In order to be considered for the above described Closing Services solicitation, your Bid must be submitted via email to William.Goss@shelbycountyttn.gov and must be received by Monday, November 16th, 2020 at 3:00 p.m. Your Bid response must include the following information:

- Company name and contact information.
- Description of the company, number of years in business and services provided.
- Unit price for closing of each improved residential property.
- Unit price for closing of each unproved property.
- Shelby County E.O.C Number.
- Current vendor number.

Any additional specifications may be obtained from the Shelby County Roads, Bridges, and Engineering Department, by contacting

William Goss, 6463 Haley Road, Memphis, TN 38134, (901) 222-7715. TTY Number (901) 222-2301 or for information in Spanish 901-222-4289.

As a condition precedent to bidding, each bidder must apply and qualify for a Vendor Number and Equal Opportunity Compliance Eligibility Number prior to submitting your response.

NOTE: The Selected contractor will also be required to provide proof of registration within the Federal SAM system to ensure that they do not appear on the debarred/suspended registry prior to issuance of a contract.

Shelby County is an equal opportunity affirmative action employer, drug-free with policies of non-discrimination on the basis of race, sex, religion, color, national or ethnic origin, age, disability or military service. The Shelby County Roads, Bridges, and Engineering Department encourages participation from WBE, MBE, LOSB, and Section 3 firms and vendors under this CDBG-NDR response .

The Shelby County Government reserves the right to reject any or all bids and to waive any informalities therein.

**William Goss, Right of Way Manager
Shelby County Roads, Bridges, and Engineering Department**

Goss, Bill

From: Blackwell, Staci <Staci.Blackwell@fnf.com>
Sent: Monday, November 16, 2020 4:34 PM
To: Goss, Bill
Cc: Huynh, Tron
Subject: Bid for Big Creek Wetland & Recreation Area Project, South Cypress Creek Property Acquisition

This message was sent securely using Zix®

[This EMAIL was not sent from a Shelby County Government email address. Please use caution.]

Bill,

Please review and accept the following information as Chicago Title's bid to work with you and Shelby County on this project. We are grateful for the opportunity to bid and would love to work with you on a going forward basis.

Thank you,
Staci

Company name and Contact Information: Chicago Title Insurance Company, attention: Staci Blackwell, 901-786-6006, staci.blackwell@fnf.com

Description of company, number of years in business and services provided: Chicago Title is part of the Fidelity Family of Companies which is a national title insurance underwriting company, providing title search and closing services for over 100 years. Our company has been active in Shelby County for more than 40 years and we provide title searches for both residential and commercial properties in Shelby County, as well as the entire state of Tennessee and Mississippi. In addition, we provide closing services for commercial transactions, in which we examine the title searches, prepare commitments, produce settlement statements, provide notarization services, disburse closing funds, record all necessary closing documents (warranty deeds, easements, deeds of trust, etc.) and issue the final title insurance policies once the closing has occurred.

Unit price of closing for each improved property: For the closing services, which will include preparing settlement statements, obtaining loan payoffs (if any) disbursing all funds, examining title searches, preparing any necessary closing documents, conducting the closing, recording any necessary documents and preparing the final policies (if any) we will charge \$500. For the title search on the subject property involved in each closing, we will charge \$200.

Unit price of closing for each unimproved property: For the closing services, which will include preparing settlement statements, obtaining loan payoffs (if any) disbursing all funds, examining title searches, preparing any necessary closing documents, conducting the closing, recording any necessary documents and preparing the final policies (if any) we will charge \$500. For the title search on the subject property involved in each closing, we will charge \$200.

Shelby County E.O.C. number: EOC-V-0321-28628

Staci Blackwell

VP / State Counsel for Tennessee and Mississippi

West TN / AR / MS Agency

6060 Poplar Avenue, Suite LL-37 | Memphis, TN 38119

D: (901) 786-6006 | O: (901) 821-0303

E: staci.blackwell@fntg.com



Online Resources: [National Agency](#) | [Local Resources](#) | [FNTGLead](#) | [Facebook](#)

Underwriting Hotline: (901) 786-6033 | [West TN](#) | [AR](#) | [MS](#)



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Shelby County Government

Lee Harris
Mayor

January 21, 2021

Mrs. Staci Blackwell
VP/State Counsel for TN & MS
Chicago Title Insurance Company
6060 Poplar Avenue, Suite LL-37
Memphis, TN 38119

Re: **NOTICE TO PROCEED WITH CLOSING SERVICES**

Project Name: HUD National Resilience Grant – Big Creek Wetland & Recreation Area Project, Phase Nos. 01, 02 & 03.

Project Location: Properties located along Big Creek between U.S. Highway 51 N and Sledge Rd.

Subject Properties: Up to 25 improved properties and 50 unimproved properties

Project No. 4-NDR-01 **Purchase Order No.** BO37293

Dear Staci,

Thanks for your fee quote bid submitted to provide Closing Services needed for the proposed acquisitions on the above referenced project in response to Shelby County Government's advertisement for fee quote bids published in local papers between 10/27/2020 and 11/01/2020. This is to notify you that based upon your submitted bid, Shelby County Government has selected you to provide these Closing Services.

According to your bid, you will provide the following Closing Services for each of the identified properties: Prepare settlement statements, obtain loan payoffs (if any), disburse all funds, examine title searches, prepare any necessary closing documents, conduct the closing, record any necessary documents, and prepare the final policies(if any) for a per property fee in the amount of \$ 500.00. Also, you will provide a title search covering each of the identified properties for a per property fee in the amount of \$ 200.00 for a combined, total fee not to exceed \$21,000.00.

On behalf of Shelby County Government, please accept this letter as your "Notice to Proceed" immediately with this Closing Services assignment. Should you need additional information relevant to this assignment, please call me at 222-7715 or 508-4038. As you work this assignment and submit your invoices for payment, **please include on your invoices Project No. 4-NDR-01 and Purchase Order No. BO37293 for payment processing.**

Later today, I will start emailing you requests for closing services on those properties that we have reached agreements on. Concurrently with those, I will be requesting our Finance Department to issue checks payable to Chicago Title Insurance Company to cover the purchase price for the same.

On behalf of Shelby County Government, thank you in advance for your involvement on this incredible project!

Best Regards,

A handwritten signature in blue ink that reads "Bill Goss". The signature is fluid and cursive, with the first name "Bill" being larger and more prominent than the last name "Goss".

Bill Goss, Manager
Right of Way Services
Shelby County Government
Roads, Bridges & Engineering Dept.

Cc: Darren Sanders
Jared Darby
Tom Needham
John Modzelewski
Jason Morris
Dawn Kinard
Tron Huynh
Matt Stewart