



COUNTY OF COLE JEFFERSON CITY, MISSOURI

REQUEST FOR BID

2018-25: LIEN & TITLE SEARCH SERVICES

SUBMISSIONS SHALL BE ACCEPTED UNTIL

THURSDAY, APRIL 12 at 3:30 p.m. CST

AND RECEIVED AT:

**COLE COUNTY COMMISSION
311 EAST HIGH STREET, ROOM 200
JEFFERSON CITY, MO 65101**

Company Name

Direct Contact Name (Typed/Printed)

Mailing Address

Title

City/State/Zip

Email

Office Telephone Number

Direct Line or Extension

I hereby certify that I am submitting the following information on behalf of the above-listed company and understand that by virtue of executing and returning with this response this REQUIRED RESPONSE FORM, I further certify full, complete and unconditional acceptance of the terms and conditions of this solicitation, all attachments and the contents of any Addendum released hereto. (Submission must be signed by an officer or employee having authority to legally bind the respondent.)

Authorized Signature

Authorized Name (Typed/Printed)

Title

Date

REQUEST FOR BID

Sealed offers will be accepted by the Cole County Commission for consideration in provision of the following:

2018-25 LIEN & TITLE SEARCH SERVICES

Submissions will be received at the office of the Cole County Commission, 311 East High Street, Room 200, Jefferson City, Missouri until 3:30 p.m. on Thursday, April 12, at which time they will be publicly opened and taken under advisement. Bidders should be aware that submissions are public record under state law. Specifications are available at www.colecounty.org or by contacting Jennifer Prenger at (573) 634-9168.

NEWS TRIBUNE: March 18, 25 & April 1

Legal Notices
Cole County Commission
311 East High Street
Jefferson City MO 65101

**LIEN & TITLE SEARCH SERVICES,
COLE COUNTY COLLECTOR'S OFFICE**

REQUEST FOR BID

1.0 OVERVIEW

- 1.1 NOTIFICATION.** This document constitutes a request for competitive, sealed offers per the Terms and Conditions of bidding and any special conditions set forth herein for lien and title search services for the Cole County Collector's Office.

Respondents are responsible for being thoroughly familiar with all specifications and requirements stated herein. Failure to examine any relevant document or provision thereof will not relieve the successful respondent from any obligation under this bid. Qualified organizations are requested to prepare an offer in response to this invitation and in doing so, concur with all terms, conditions, specifications and addenda to this bid unless specifically noted otherwise in a separate section titled "EXCEPTIONS" and certify that if awarded a contract, will make no claim against the County based upon unfamiliarity of or misunderstanding of the specifications.

- 1.2 QUESTIONS, REQUESTS FOR CLARIFICATION OR INTERPRETATION.** Respondents are advised that all questions concerning the meaning or intent of these specifications must be submitted **in writing** and received at least five (5) business days prior to the date scheduled for bid opening. All inquiries shall be directed to:

Jennifer Prenger
jprenger@colecounty.org

As of the issuance date of this invitation and continuing until the final date for acceptance of submissions, **all respondents or potential respondents are specifically directed not to discuss, hold meetings, conferences, or technical discussions with any County employee for the purpose of responding to this invitation except as otherwise permitted by this bid document.** Respondents should not otherwise ask any County official or employee questions about the bid or related issues, either orally or by written communication. Respondents directly contacting other County employees risk elimination from further consideration.

- 1.3 ISSUANCE OF ADDENDA.** Every attempt shall be made to ensure that all written questions receive an adequate and prompt response. However, in order to maintain a fair and equitable bid process, all respondents will be advised of any questions submitted, the County's response, and any other pertinent information related to this invitation via the issuance of addenda, which will be posted at www.colecounty.org. All issued addenda are incorporated by reference as if fully set out herein. Respondents are cautioned that the only official position of the County is that which is issued in these specifications or by addendum thereto; no other means of communication, whether written or oral, shall be construed as a formal or official response or statement.

An addendum may contain information that could affect bid responses. It shall be the responsibility of the respondent to verify whether addenda have been issued prior to submitting an offer and to incorporate that information into their response; the County assumes no liability for respondents' failure to do so. Further, failure to have requested an addendum covering any questions affecting the interpretation of these specifications shall not relieve the awarded party from delivering the completed project, product and/or service in accordance with the intent of these specifications.

- 1.4 **BID OPENING.** Submissions will be publicly opened in the Cole County Commission Chambers at 311 East High Street, Room 200, Jefferson City, Missouri on Thursday, March 15 at 4:00 p.m. Central. Respondents and the public are invited but not required to attend the formal bid opening. All documents will be made available for public inspection, but no decision relating to the award of the contract or agreement will be made at the bid opening.
- 1.5 **ADVICE OF AWARD.** Upon bid award by the Cole County Commission, award notification letters with a bid tabulation summarizing responses received will be sent via email to all parties that submitted a response to this invitation.

2.0 TERMS AND CONDITIONS

- 2.1 **INCURRING COSTS.** Cole County shall not pay for any information requested herein nor be obligated or liable for any cost incurred by any respondent in submitting a response.
- 2.2 **RESERVATIONS.** The right is hereby reserved to reject any or all submissions for any reason, in part or in whole, received in response to this solicitation; to waive or not waive informalities or irregularities in any response or the bidding procedures; to request supplementary information from respondents as determined necessary to effectively evaluate responses; to cancel this solicitation, advertise for new and/or purchase off of cooperative purchasing contract(s); and to accept, request clarification or further negotiate the terms, conditions and/or methodology of any response if, in Cole County's sole judgment, the best interests of Cole County will be so served.
- 2.3 **MODIFICATION/WITHDRAWAL.** Receipt of written notice or an in-person request from a properly identified individual prior to the official date and time set for bid opening must occur in order to modify or withdraw a submission which has been delivered to the office of the Cole County Commission.
- 2.4 **VALIDITY.** Respondents agree that submissions will remain valid for consideration by the County for a minimum period of ninety (90) calendar days after the date specified for bid opening.
- 2.5 **RESPONSE MATERIAL OWNERSHIP.** All material submitted in response to this solicitation becomes the property of Cole County and may be disclosed upon proper Sunshine Law request per 610.021(12) RSMo.
- 2.6 **EXCEPTIONS.** The wording of this solicitation may not be changed or altered in any manner. Taking exception to any clause in part or in whole does not necessarily disqualify a respondent. Any such exception shall be clearly identified and described in full detail in the respondent's submission. Exceptions will be evaluated and accepted or rejected by Cole County, whose decision shall be final and conclusive. In the absence of such declaration(s), the response shall be accepted as in strict compliance with all terms, conditions, and specifications requested and the awarded party shall be held responsible for providing the product or service accordingly.
- 2.7 **RESTRICTIVE LANGUAGE.** It shall be the responsibility of respondents to ask questions, request changes or clarification, or otherwise advise Cole County if any language, specification or requirement of this solicitation appears to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit responses to a single source. Such notification must be directed to the Purchasing Agent and received at least five (5) business days prior to the date set for bid opening.
- 2.8 **INTERPRETATION.** If a respondent has any questions which arise concerning the true meaning or intent of these bid documents, plans or any part thereof which affect the cost, quality, quantity, or character of the project or service, respondent shall request in writing that an interpretation be made and an addendum be issued which shall then be posted at www.colecounty.org. Failure to have requested an addendum

covering any questions affecting the interpretations of the bid documents shall not relieve the successful respondent from delivering the product, service or completed project in accordance with the intent of the bid documents. Should any differences arise as to the meaning or intent of these specifications, Cole County's interpretation shall be final and conclusive.

- 2.9 **EQUIVALENT MATERIAL/EQUIPMENT.** Any listed manufacturer/model number(s) or a definite reference to a particular material or piece of equipment is intended to establish a minimally acceptable design, type, quality, functional capacity, and/or desired performance level. It is to be understood that any equivalent alternate which will perform adequately the duties imposed by the general design may be proposed and bid so long as sufficient details necessary to establish equivalency are included in the submission. Acceptance is subject to approval of the County which may request further information, sample(s) and/or a demonstration prior to bid award. Cole County shall be the sole judge of equivalency.
- 2.10 **LIKE OR SIMILAR PRODUCT.** Cole County reserves the right, at its sole discretion, to obtain "like or similar" product(s) and/or service(s) to that which has been specified herein when use of such product or service is deemed in the best interest of the County of Cole
- 2.11 **BID FORMS.** Bids made on anything other than the official bid form(s), if furnished by Cole County, will render the bid informal and may cause its rejection.
- 2.12 **QUALIFICATIONS OF RESPONDENTS.** Cole County may make such investigations as deemed necessary to determine the ability of any respondent to provide the product and/or service described herein. Respondent shall furnish to the County all such information and data for this purpose that the County may request. The County reserves the right to reject any submission if the evidence submitted by the respondent or investigation of such respondent fails to satisfy the County that such respondent is properly qualified to carry out the obligations of the contract and/or to complete the work contemplated herein.
- 2.13 **PRICES.** Prices must be stated in units of quantity specified and must be firm. Pricing submitted shall include all cost, of whatever nature, that is involved in achieving the good or service per the bid documents.
- 2.14 **FUNDS.** Financial obligations of Cole County payable after the first fiscal year the system is in place are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting Contract will become null and void, without penalty to Cole County.
- 2.15 **TAX EXEMPTION.** Cole County is funded by public monies and as such has been approved by the State of Missouri for sales/use tax-exempt status. The Missouri tax identification number and certificate is available to the successful respondent upon request.
- 2.16 **ACCEPTANCE.** No equipment, supplies, materials and/or services received by Cole County pursuant to this solicitation shall be deemed accepted until the County has had reasonable opportunity to inspect. Cole County reserves the right to reject anything that does not comply with reasonable expectations based on the specifications outlined herein.
- 2.17 **DELIVERY.** The delivery date(s) or when work will start shall be stated in definite terms as they may be taken into consideration when making award. Cole County reserves the right to cancel all or any part of an order or service if delivery is not made or work not started as guaranteed.
- 2.18 **DEFAULT.** The County reserves the right to cancel any or all of an order or contract if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must contact the County to notify of said delay and arrange an alternate schedule if agreeable to the County. In case of default by the

bidder or contractor, the County may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.

- 2.19 **REGULATIONS.** In submitting a bid, the respondent warrants that it has complied with all applicable laws, rules, regulations and ordinances of the United States, Missouri or any other governmental authority or agency in providing the product(s) or service(s) specified herein. The awarded party shall bear the responsibility to apply for, pay for, and obtain any permit, license, and/or inspection required.
- 2.20 **APPLICABLE LAW.** In submitting a bid, the respondent warrants that it has complied with all applicable laws, rules and ordinances of the United States, Missouri or any other governmental authority or agency in providing the product(s) or service(s) specified herein. Any contract resulting from this solicitation is to be interpreted by the laws of Missouri. The parties agree that the proper forum for litigation arising out of the contract resulting from this solicitation is Cole County, Missouri.
- 2.21 **SHIPPING.** Deliveries shall be F.O.B. destination freight prepaid to Jefferson City, Missouri and included in pricing.
- 2.22 **AS NEEDED, IF NEEDED.** The contractor shall provide product or service on an “as needed, if needed” basis for Cole County in accordance with the provisions and requirements stated herein. Any usage quantities included in this request are based on estimated need; Cole County reserves the right to increase or decrease quantities to meet actual needs and maintain the quoted pricing.
- 2.23 **EVALUATION.** The County’s sole purpose in the evaluation process is to determine from among the responses received which one is best suited to meet the County’s needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
- 2.24 **BASIS OF AWARD.** Award shall be made to the lowest responsible bidder(s) whose offer best responds to the quality, capacity, and service requirements of Cole County, as determined by the County. Award may be made on an item-by-item basis to the lowest and best bids or award may be made to the lowest and best bid overall, whichever the County determines is in its best interest. A staff recommendation will be made to the Cole County Commission who will ultimately make the award decision.
- 2.25 **SUCCESSFUL RESPONSE AS PART OF CONTRACT.** Responses received in response to this solicitation, at the County’s discretion, may be incorporated into the awarded contract and may serve as basic terms and conditions for the ultimate contract. Therefore, applicants are advised that, if successful, they will be held responsible for levels of services proposed at the funding levels quoted. The County reserves the right to not execute a contract following this solicitation and to negotiate modifications or revisions to any awarded contract.
- 2.26 **ASSIGNMENT.** The selected company shall not assign the Contract, subcontract it, or sublet it as a whole without the prior written consent of Cole County. Assignment, subcontracting, or subletting without such consent will in no way relieve the company of its obligations under this Contract unless specifically stated in writing by the County.
- 2.27 **PREFERENCE.** In making bid awards, Cole County shall give preference to all firms, corporations, or individuals that maintain office or places of business within the County of COLE when the quality of the commodity or performance promised is equal or better and the price quoted is the same or less.
- 2.28 **CHANGE ORDERS.** The final contract between Cole County and the successful respondent will include, by reference, the awarded party’s response and the specifications of this invitation. The County may make changes within the general scope of these specifications and/or the contract resulting from this

solicitation, yet all departures from the accepted plans and specifications will be considered unauthorized unless the awarded party has obtained a change order, signed by the Cole County Commission, authorizing and directing such changes or departures. All unauthorized work, and the correction of such work, shall be at the successful respondent expense. No other individual is authorized to modify the contract in any manner.

2.29 **COLLUSION CLAUSE.** Any agreement or collusion among Respondents and prospective Respondents to illegally restrain freedom of competition by agreement to fix prices, or otherwise, will render the proposals of such Respondents void.

2.30 **INDEMNITY AGREEMENT.** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

Nothing in these requirements shall be construed as a waiver of any governmental immunity of the County, its officials nor any of its employees in the course of their official duties. Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the County shall have the right to cancel and terminate the contract without notice.

2.31 **COOPERATIVE PROCUREMENT.** Respondents may choose whether or not to participate in cooperative purchasing. Various State Agencies, City, and County Offices may or may not request an unknown quantity of goods or services under this bid during the bid period or resulting agreement period at the same prices, terms and conditions stated herein.

It is agreed and understood that each participating political subdivision will make its own separate contract with the successful respondent, that each participating political subdivision shall only be liable to the successful respondent for materials or supplies contracted for by that political subdivision without any liability for purchases contracted for by any other participating political subdivision, and each successful respondent shall be required to bill each participating political subdivision directly for those materials or supplies for which it has purchased.

In the event of any dispute between a political subdivision and a successful bidder arising after a contract of purchase has been executed, such dispute shall be handled by and between the particular political subdivision affected and the contractor.

2.32 **CONTRACT TERMINATION.**

2.32.1 **TERMINATION FOR DEFAULT.** If, through any cause, the awarded party shall fail to fulfill, in a timely and proper manner, its obligations under the contract resulting from this solicitation, or if the awarded party shall violate any of the covenants, agreements, or stipulations of said contract, Cole County shall thereupon have the right to terminate this contract for cause by giving written notice to the awarded party of its intent to terminate and at least ten (10) calendar days to cure the default or show cause why termination is otherwise not appropriate. In the event of termination, all finished or unfinished documents, data, studies, survey, drawings, maps, models, photographs, and reports or other material prepared by the awarded party under this contract shall, at the option of Cole County, become its property, and the awarded party shall be entitled to receive just and

equitable compensation for any services and supplies delivered and accepted. The awarded party shall be obligated to return any payment advanced under the provisions of this contract.

Notwithstanding, the awarded party shall not be relieved of liability to Cole County any damages sustained by the County by virtue of any breach of the contract by the awarded party, and the County may withhold any payment to the awarded party for the purpose of mitigating its damages until such time as the exact amount of damages due the County from the awarded party is determined.

If after such termination it is determined, for any reason, that the awarded party was not in default, or that the awarded party's action/inaction was excusable, such termination shall be treated as a termination for convenience.

2.32.2 TERMINATION FOR CONVENIENCE. The performance of work under the contract resulting from this solicitation may be terminated by Cole County in whole or in part at such time that the Cole County Commission determines that such termination is in the best interest of Cole County. Any such termination will be affected by delivery to the awarded party of a letter of termination specifying the extent to which performance of work under the contract is terminated and the date upon which such termination is effective.

After receipt of a termination letter the awarded party will:

- Stop work on the contract on the date and to the extent specified in the letter.
- Place no further orders for materials, services or facilities except as may be necessary to complete any portions of the work under contract not terminated.
- Complete on schedule such part of the work as will not be terminated.

3.0 SCOPE OF WORK

3.1 **PREFERENCE.** The Cole County Collector's Office is required to provide, prior to its sale, notice to any person who holds a publicly recorded deed of trust, mortgage, lease, lien or other claim on any property subject to sale at the 2018 Tax Certificate Sale of Real Estate. The successful respondent (hereinafter "Contractor") must accurately and completely identify all lien holders and recent grantees having a valid interest in said property and will be required to complete a Record Information Report/Owner's Encumbrance Report (inclusive of the information detailed on Attachment One, not necessarily in the same format).

Interests, which have been released or extinguished, whether voluntarily or by operation of law, need not be identified. Recent grantees are those that derive their interest from the grantor addressed on the tax statement or printout provided in lieu of tax statement, at a date on or subsequent to January 1 of the tax year noted. Each search must identify all individuals and/or firms having a valid interest in the property. In addition to lien searches on property prior to the tax sale, the Cole County Collector or purchaser may request an updated Record Information Report/Owner's Encumbrance Report to be provided throughout the contract period on property before a Collector's Deed is to be issued. When requested, the Contractor shall complete a lien/title search and deliver to the Cole County Collector's Office within three (3) working days.

3.2 **CONTRACT.** Award will be made to the respondent whose offer provides the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by the County to be in the best interest of the County. Thus, the result will not be determined by price alone. It is the intent of Cole County to establish a one-year contract commencing July 1, 2018 with an expiration date of June 30, 2019 with options for renewal for up to two additional one-year extensions if agreeable to both parties. Any subsequent extensions may not exceed a 3% cost increase.

3.3 **MINIMUM RESPONDENT QUALIFICATIONS.**

3.3.1 **LICENSE.** Respondent must be a licensed Title Insurance Agency by the State of Missouri Department of Insurance. Each Respondent must provide a copy of said license with their bid response.

3.3.2 **INSURANCE.** Respondent must have at least \$500,000 Errors and Omissions Insurance and/or Professional Liability Insurance. Each Respondent must provide a copy of the current insurance policy statement with their bid response plus documentation noting any insurance exclusion(s).

3.4 **ESTIMATED QUANTITY.** The number of delinquent parcels fluctuates making it difficult to provide an accurate number during the bid process. Payment will be based upon the exact number of successfully completed searches. The following indicates the actual number of searches performed under prior contracts.

SEARCHES UNDER PREVIOUS CONTRACTS

2015	55
2016	78
2017	79

3.5 **CONTRACTOR RESPONSIBILITIES.** For each parcel identified, Contractor must provide the following information for all lien holders:

- Name;
- Address;

- Lien Date;
- Dollar Amount of Lien;
- Assignment of Lien, assignment date, name and address of assignee, and;
- Legal description of each parcel including parcel number

Contractor will certify that the information provided for each parcel is the result of a complete and thorough search of the records on file with the Cole County Recorder of Deeds and Circuit Clerk/Courts and said search was completed during the term of the resulting contract.

3.6 **ERRORS.** Contractor will be required to report to the Cole County Collector any errors or deletions in the legal description or ownership as provided by the County along with a notation as to the location of the correct legal description or ownership.

3.7 **ADDITIONAL INFORMATION.** Contractor must provide the name, address and telephone number of the Company completing the lien search on the attached lien search format. Contractor must also include the date the lien search was completed and the name and original signature of the individual completing the search. An example of an acceptable format for the lien search document is included as Attachment One. Any deviations from this format are acceptable with written approval from the Cole County Collector.

3.7.1 **WARRANTY DEED.** Contractor must furnish a copy of the current warranty deed with the search.

3.8 **INFORMATION SUBMISSION GUIDELINES.** Upon completion of each search, Contractor is to provide the original lien search form to the Cole County Collector on the next business day. A sample of such for is attached; any comparable form providing the same information may be used. The form must be completed in its entirety. All completed searches will be presented to the Collector with a cover page noting those searches completed in parcel number order and signed by an authorized representative. All search forms will also be in parcel number order. In the event that the County requests additional information or corrections, Contractor agrees to make changes and corrections and return the corrected information to the Cole County Collector within one business day at no additional charge.

3.9 **COUNTY RESPONSIBILITIES.** For each real estate account, the Collector's Office will provide a list which will include the owner's name, situs address when available and a legal description of each parcel of real estate. This list is to be provided to the contractor on Monday, July 9, 2018. The list may be amended by additions and deletions. However, searches performed and returned to the Collector's Office prior to notification of a deletion from the list will be paid under the contract.

3.9.1 **VESTING DEED.** Contractor shall provide a copy of the vesting deed with each lien search provided to Cole County. The County will reimburse the Contractor up to \$1.00/page for copies of deeds purchased from the Cole County Recorder's office. The cost of obtaining copies of documents from the Cole County Circuit Clerk's office will be reimbursed at actual cost. Documentation of charges, such as an invoice or paid receipt from the Recorder and/or Circuit Clerk must be submitted for reimbursement.

3.10 **CONTRACT DOCUMENTS.** The successful respondent(s) shall be obligated to enter into a written contract with the County within 15 days of award on contract forms provided by the County. If any respondent desires to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their bid. The County reserves the right to modify any proposed form agreement or withdraw its award to a successful bidder if any proposed agreement contains terms and conditions inconsistent with its bid or are unacceptable to county legal counsel.

3.11 **DELIVERY TERMS.** FOB Destination. Respondents are to submit to the County, on a daily basis, searches as they are completed. The County prefers that all searches be completed and submitted to the Collector's

office by the end of day on July 25, 2018 (two plus weeks after provision of property addresses to the contractor), but requires a minimum of 50% completion by this time. Completed searches will be accepted through July 31 after which time liquidated damages of \$100/day may be deducted from any amount otherwise due under this contract. The contractor will not be held responsible for any delay on part of the County.

3.11.1 TIMELINE, RENEWALS. For future renewal years, if applicable, the Collector's office will supply Contractor with appropriate timeline for completed searches prior to renewal acceptance.

3.12 PAYMENT TERMS. The successful Contractor will be paid the unit price awarded in this bid based upon the successful completion of all searches as requested by the Collector. Payment will be made within 30 days from the date a correct monthly billing statement is received by the Cole County Collector or within 30 days requested search corrections are completed and returned to the Cole County Collector, whichever is later. In the event of statement/invoice errors, the County reserves the right to withhold payment on the disputed items until such time a corrected statement/invoice is received. In the event of search corrections, the County reserves the right to withhold payment on the disputed items until such time search corrections are received.

BID NUMBER 2018-25
LIEN & TITLE SEARCH SERVICES

BIDDER RESPONSE FORM

Cost per Record Information Report/Owners Encumbrance Report \$ _____

Cost per UPDATED Record Information Report/Owners Encumbrance Report \$ _____

Percentage Increase for Renewal Periods

_____ % 1st Renewal Period

_____ % 2nd Renewal Period

The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with all requirements contained in the Request for Bid, which has been read and understood, and all of which are made part of this order. By submission of this bid, the vendor certifies that they are in compliance with Section 34.353 and, if applicable, Section 34.359 (“Missouri Domestic Products Procurement Act”) of the Revised Statutes of Missouri.

Company Name

Authorized Signature

WORK AUTHORIZATION CERTIFICATION

**PURSUANT TO 285.530 RSMo
(FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)**

County of _____)

)ss

State of _____)

My name is _____. I am an authorized agent of _____ (Bidder).

This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the County. This business does not knowingly employ any person that is an unauthorized alien in connection with the services being provided. Documentation of participation in a federal work authorization program is attached hereto.

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1, shall not thereafter be in violation and submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.

Affiant

Date

Printed Name

Subscribed and sworn to before me this ____ day of _____, 20__.

Notary Public

ANTI-COLLUSION STATEMENT

STATE OF _____)

COUNTY OF _____)

_____ being first

duly sworn, deposes and says that he is _____
(title of person signing)

of _____

(Name of Bidder)

that all statements made and facts set out in the proposal for the attached bid are true and correct; and that the bidder (The person, firm, association, or corporation making said bid) has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such bid of any contract which result from its acceptance. Affiant further certifies that bidder is not financially interested in, or financially affiliated with, any other bidder for the attached bid .

(BY) _____

(BY) _____

Sworn to before me this ____ day of _____, 20 ____

Notary Public

My Commission expires: _____

NAME(S) ON TAX STATEMENT: _____ PARCEL NUMBER _____

(LAST) (FIRST) (MIDDLE)

LEGAL DESCRIPTION:

Name, Address, Phone of Lien Search Company:

Searcher (print):

Signature of Searcher

Date Searched

Initial if legal description matches description on delinquent statements. If not, explain discrepancies on back

NAME OF OWNER(S)

ADDRESS

TITLE TAKEN BY

DATE OF DEED

BOOK/PAGE

ADDRESS CORRECTION

DATE RECORDED

ADDITIONAL INFORMATION/COMMENTS:

FIRST DEED OF TRUST

LENDER'S ADDRESS

DEED OF TRUST DATE

BOOK/PAGE

ASSIGNED TO

DATE RECORDED

LOAN AMOUNT

DATE ASSIGNED

SECOND DEED OF TRUST

LENDER'S ADDRESS

DEED OF TRUST DATE

BOOK/PAGE

ASSIGNED TO

DATE RECORDED

LOAN AMOUNT

DATE ASSIGNED

CHECK BOX IF ADDITIONAL DEED(S) OF TRUST SHOWN ON BACK OF THIS SHEET

SPECIAL ASSESSMENTS

ADDRESS

FEDERAL/STATE TAX LIENS

ADDRESS

MECHANICS LIENS

ADDRESS

JUDGMENTS

ADDRESS

OTHER RECORDS

(LIS PENDENS, ETC.)

DATE

DATE

DATE

DATE

DATE

Boone County Collector's Office use only

Certs _____ Date _____

Initials _____

Certs _____ Date _____

Initials _____

Date Paid & Initials _____

ADDITIONAL DEEDS AND COMMENTS

PARCEL NUMBER

DEED OF TRUST _____
 LENDER'S ADDRESS _____
 DEED OF TRUST DATE _____
 BOOK/PAGE _____
 ASSIGNED TO _____
 DATE RECORDED _____
 LOAN AMOUNT _____
 DATE ASSIGNED _____

DEED OF TRUST _____
 LENDER'S ADDRESS _____
 DEED OF TRUST DATE _____
 BOOK/PAGE _____
 ASSIGNED TO _____
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 LOAN AMOUNT _____
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 LOAN AMOUNT _____
 DATE ASSIGNED _____

NOTES