LAKE COUNTY
FLORIDA

Request for Proposal
February 8, 2012, On Call Attorney for Closings

The Lake County Board of County Commissioners is soliciting attorneys, who are members of The Florida Bar, to provide real estate closing services as further defined below. The selected attorney shall perform the following services:

A. Act in the capacity as the Closing Agent and perform all duties required of a Closing Agent including but not limited to the following:

1) Obtain the estimated amount of taxes due and arrange for the amount to be held in escrow by the Tax Collector in accordance with Section 196.295, Florida Statutes.

2) Provide title insurance commitments and policies upon request. Title commitments shall be signed by the title agent unless otherwise specified. Two copies of the commitment and supporting documentation shall be submitted unless otherwise specified.

3) Prepare the Settlement Statement for review and prepare all other closing documents.

4) Conduct real estate closings which shall take place at the Attorney's offices unless otherwise requested by the County.

5) Advise the County if there are any problems surrounding the closing, including the need for assistance in obtaining clear title.

6) Provide legal services in complex real estate transactions when requested by the County, including assistance with obtaining clear title. (Fees for such services to be agreed upon prior to services being performed.)

7) Issue and deliver the final Owner's Policy and the original recorded Warranty Deed to the County, if applicable.

8) Provide a copy of all signed documents to all parties to the transaction.

9) Obtain partial releases, satisfactions, and other information required for closing.

10) Ensure that all federal state, local and Internal Revenue Service requirements are complied with in connection with the closing.

B. Specific Requirements.

The County shall not pay more than the promulgated rate for Title Insurance when Title Insurance is required as part of the closing transaction. Discounts from the promulgated rate, if any, shall be provided on the Fee Schedule. Respondents shall provide rates for conducting a closing with Title Insurance and rates for conducting a closing without Title Insurance. All fees and costs shall be included within the quoted rates, including document preparation costs. Fees and costs shall be itemized. Respondents shall additionally provide hourly rates for both attorney services and paralegal services when requested to be performed by the County as part of a complex real estate transaction. Any cancellation fees shall also be provided in the event a Title Commitment is requested, and the closing does not occur.

Interested Attorneys shall respond with a letter stating their qualifications for the stated tasks and their proposed Fee Schedule (copy of form to be utilized attached) to Procurement Services, 315 West Main Street, Suite 416, P.O. Box 7800, Tavares, Florida 32778, by 3:00 p.m., February 15, 2012.

For questions regarding this request, contact Susan Dugan at 352.343.9768 or via e-mail at sdugan@lakecountyfl.gov.

Sincerely,

Susan Dugan

Susan Dugan, CPPB
Senior Contracting Officer

LAKE COUNTY
FLORIDA

Fee Schedule
Request for Proposal
February 7, 2012
RFP 12-0020, On Call Attorney for Closings

Rates shall include all labor, supervision, office expenses and all other expenses. The County shall not be responsible for any other cost or fee other than those listed.

1.	Title Insurance Fees	For the first $100,000, not to exceed the promulgated rate	_____ % of the promulgated rate to be charged
		Over $100,000 and up to $200,000, not to exceed the promulgated rate	_____% of the promulgated rate to be charged
		Over $200,000, not to exceed the promulgated rate	_____% of the promulgated rate to be charged
2.	Closing Fee when Title Insurance required*		$
3.	Closing Fee without Title Insurance*		$
4.	Cancellation Fee, if any, when Title Commitment issued but Closing does not occur		$
5.	Attorney (hourly rate for complex transactions)		$
6.	Paralegal (hourly rate for complex transactions)		$

* Closing fees be fully inclusive of all costs associated with the closing, including but not limited to document preparation.

General Vendor Information and Proposal Signature:

Firm Name: _____

Street Address: _____

Mailing Address (if different): _____

Telephone No.: _____ Fax No.: _____ E-mail: _____

FEIN No. _____ - _____ Prompt Payment Terms: _____ % _____ days, net _____

Signature: _____ Date: _____