

ADDENDUM #1 - REQUEST FOR PROPOSAL (RFP)

RFP Number:	TRA Trust 2010-02
Date Released:	10/22/2010
Closing Date:	11/17/2010 5:00 PM
Procurement Officer:	Jim Dahmen – Trust Contact E-Mail Address: jimdahmen@columbus-ks.com
Technical Questions:	Bob Jurgens, KDHE: 785-296-1914 Ryan Singer, KDHE: 785-296-1990
Item:	Real Estate Closing and Title Services
Agency:	Treece Relocation Assistance Trust
Period of Contract:	Sept 1, 2010 through August 31, 2012
Guarantee:	No Monetary Guarantee Required
Scope:	This contract shall cover the procurement of real estate closing and title services of multiple qualified companies for the Treece Relocation Assistance Trust during the contract period referenced above.

Addendum #1 Changes and Confirmations

1. **Project Explanation:** The Treece Relocation Assistance Trust will be purchasing properties from individual owners using funds from the US EPA and the State of Kansas. Mortgages will not be secured by the Trust for any of these properties. When the project is complete, property will eventually be given to an agency or land trust with provisions the land cannot be used for a business or residence.
2. **Closing:** Closing or 'settlement' is the process of completing a real estate transaction. During closing deeds, mortgages, leases or other required instruments are signed or delivered. Furthermore accounting between parties takes place, monies are disbursed, and recording of all pertinent documents is completed.
3. **Title Services:** Title Services are not optional services to be addressed under hourly consulting labor rates as noted in the original RFP.
 - a. **Title Search:** A title search is based on a search of the public record. Documents searched include court records, property and name indices. Additionally, the seller's right to transfer ownership is verified, along with any claims, defects or other rights that may affect the property. Common title problems include, but are not limited to: unpaid taxes, unsatisfied mortgages, judgments against the seller and restrictions on the land. A Title Insurance Commitment should document all research.
 - b. **Title Insurance Policy:** Provide cost for title insurance consistent with standard industry practices.

COST PROPOSAL
RFP TRA Trust 2010-02 - Addendum #1
Bid Sheet for Real Estate Closing and Title Services
Treece Relocation Assistance Trust

Firms or individuals interested in providing the Trust with closing and title services must submit this sheet via mail or personal delivery by 5:00 pm CST on November 17, 2010 as directed in Request for Proposal (RFP).

Contact Information

Firm
 Name: _____

Address: _____

Contact _____ Title: _____

Phone: _____ E-mail: _____

Cost Information

Please include total costs for regular settlement and title services reflected as a flat fees per closing and title based on the final closing being in Treece, KS and a separate fee for final closing being in Columbus, KS. Also, include consulting services on an hourly basis. ***Real estate closing and title services shall be inclusive of the all travel time, labor and materials to provide final documentation to the Trust.*** Activities not covered in the Scope of Work must be pre-approved by the Trust and billed at an additional hourly rate.

Task		Unit	Cost
Closing Services			
Residential Closing in Treece, KS		Each	
Commercial Closing in Treece, KS		Each	
Residential Closing in Columbus, KS		Each	
Commercial Closing in Columbus, KS		Each	
Title Services		Completion Time	
Title Search		Each	
Title Policy		Each	
Misc.			
Hourly Consulting Labor*		Hour	
Please check box if the mileage rate is acceptable		Acceptable?	
Travel – Mileage rate (does not include travel labor)**		Mile	\$0.50

* = Special meeting requests not considered part of standard closing duties.

** = For consulting meetings only. **Please check box if the mileage rate is acceptable.**

Signature: _____ Date: _____