



## Legislation Text

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**File #:** 22-1841, **Version:** 1

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**STRATEGIC PRIORITY:** Government Performance & Financial Management

**AGENDA DATE:** September 14, 2022

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Office of Procurement Services

**EXECUTIVE:** Jack Ireland

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### **SUBJECT**

Authorize a two-year service price agreement, with one one-year renewal option, for title search and loan closing services for the Home Repair Program or similar programs requiring the same service for the Department of Housing & Neighborhood Revitalization - All America Title Services, Inc., most advantageous proposer of three - Estimated amount of \$372,808 - Financing: FY 2021 - 2022 Community Development Block Grant Fund

### **BACKGROUND**

This action does not encumber funds; the purpose of a service price agreement is to establish firm pricing for services, for a specific term, which are ordered on an as needed basis according to annual budgetary appropriations. The estimated amount is intended as guidance rather than a cap on spending under the agreement, so that actual need combined with the amount budgeted will determine the amount spent under this agreement.

This service price agreement will provide for title search and loan closing services for the Home Repair Program or similar programs requiring the same service. Title searches and loan closing services are necessary for home reconstruction projects such as electrical improvements, plumbing updates, roof replacement, or heating and air conditioning modernization. The City anticipates seeking title searches on approximately 396 homes over the next two years. Of those homes, the City estimates that 110 locations will require loan closing services.

In addition to title searches and loan closing services, All America Title Services, Inc. will prepare loan closing documents for properties provided by the City, including all or a combination of the following:

- Promissory notes
- Deed of Trust
- Deed Restriction
- Contract Rider
- Tri-Party Agreements

- Performance Bond
- Payment Bond
- Truth and Lending
- Right to Cancel
- Provide title insurance, commitments, and policies
- Provide title abstract and/or title search information
- Execute necessary loans in conjunction with loan closings at Dallas City Hall and/or an approved site by the City
- File all Deed of Trust, Deed Restrictions and other documents requiring recordation upon completion

A five-member committee from the following departments reviewed and evaluated the qualifications:

- Department of Housing & Neighborhood Revitalization (2)
- Office of Homeless Solutions (1)
- Budget and Management Services (1)
- Office of Procurement Services (1)\*

\*The Office of Procurement Services evaluated cost and local preference, if applicable.

The committee selected the successful respondent on the basis of demonstrated competence and qualifications under the following criteria:

- Experience 25 points
- Approach 25 Points
- Cost 30 points

As part of the solicitation process and in an effort to increase competition, the Office of Procurement Services used its procurement system to send out email notifications to vendors registered under relevant commodity codes. To further increase competition, the Office of Procurement Services uses historical solicitation information, the Internet, and vendor contact information obtained from user departments to contact additional vendors.

On November 10, 2015, the City Council authorized a living wage policy that requires contractors to pay their employees a “living wage” rate as established annually by the Massachusetts Institute of Technology Living Wage Calculator for Dallas County by Resolution No. 15-2141. The current calculated living wage during the solicitation process of this contract is \$12.38; the selected vendor meets this requirement.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On June 14, 2017, City Council authorized a service contract with All America Title Services, Inc. for title search and loan closing services for the Home Repair Program or similar programs requiring the same service for a term of two years, with a one-year renewal option by Resolution No. 17-0914.

On June 9, 2021, City Council authorized final adoption of the FY 2021-22 Consolidated Plan Budget for U.S. Department of Housing and Urban Development Grant Funds which included Community Development Block Grant (CDBG) by Resolution No. 21-0974.

**FISCAL INFORMATION**

Fund	FY 2022	FY 2023	Future Years
FY 2021 - 2022 Community Development Block Grant	\$372,808.00	\$0.00	\$0.00

**M/WBE INFORMATION**

In accordance with the City’s Business Inclusion and Development Policy adopted on September 23, 2020, by Resolution No. 20-1430, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Procurement Category	M/WBE Goal	M/WBE Subcontracting %	M/WBE Overall %	M/WBE Overall Participation \$
\$372,808.00	Other Services	N/A	N/A	N/A	N/A
<ul style="list-style-type: none"> <li>• The Business Inclusion and Development Policy does not apply to Other Service contracts.</li> <li>• All America Title Services, Inc. - Non-local; Workforce - 0.00% Local</li> </ul>					

**PROCUREMENT INFORMATION**

Method of Evaluation for Award Type:

Request for Competitive Sealed Proposal	<ul style="list-style-type: none"> <li>• Utilized for high technology procurements, insurance procurements, and other goods and services</li> <li>• Recommended offeror whose proposal is most advantageous to the City, considering the relative importance of price, and other evaluation factors stated in the specifications</li> <li>• Always involves a team evaluation</li> <li>• Allows for negotiation on contract terms, including price</li> </ul>
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The Office of Procurement Services received the following proposals from solicitation number BYZ21-00015969. We opened them on July 23, 2021. We recommend the City Council award this service price agreement in its entirety to the most advantageous proposer.

\*Denotes successful proposer

<b><u>Proposers</u></b>	<b><u>Address</u></b>	<b><u>Score</u></b>
*All America Title Services, Inc.	1905 Central Dr. Suite 102 Bedford, TX 76021	96.88
MPR Title, LLC	8111 Lyndon B. Johnson Frwy. Suite 102 Dallas, TX 75251	82.29

TJs Enterprises  
Group, LLC

209 Tranquility Ln.  
Cedar Hill, TX 75104

Non-responsive

**OWNER**

**All America Title Services, Inc.**

James E. Brown, President  
Ken Willingham, Vice President