

TOWN OF NARRAGANSETT, RI PURCHASING DEPARTMENT

TAX SALE TITLE SEARCH



Susan Gallagher, Purchasing Manager
Christine Beck, Tax Collector

Bid Opening (Due Date): Thursday, December 15, 2016 at 11:00 AM

INVITATION TO BID

Separate sealed bids will be received by the **TOWN OF NARRAGANSETT, RHODE ISLAND** for **TAX SALE TITLE SEARCH** on or before **11:00 a.m.** on **Thursday, December 15, 2016** at the office of the Purchasing Manager, 25 Fifth Avenue, Narragansett, RI and at that time will be opened and read in public.

Specifications may be obtained at the Purchasing Office, 25 Fifth Avenue, Narragansett, Rhode Island between the hours of 8:30 a.m. and 4:00 p.m. **Monday through Friday** and are available on the Town of Narragansett website, www.narragansettri.gov.

All bids must be submitted on the bid form provided, in duplicate and clearly marked:
(Sealed Bid)

TAX SALE TITLE SEARCH

Bids must be enclosed in an opaque envelope addressed to "Purchasing Manager, Town Hall, 25 Fifth Avenue, Narragansett, Rhode Island 02882-3699" bearing the name and address of the bidder.

No bidder may withdraw his/her bid within ninety (90) days after the scheduled closing time for receipt of bid.

The Town of Narragansett reserves the right to reject any/all bids, waive any informalities in the bids received and to accept and award the bid to the lowest qualified bid deemed most favorable to the interest of the Town of Narragansett.

Individuals requesting interpreter services for the hearing impaired must notify the Finance Department (401) 782-0644 three business days prior to the bid opening.

Susan W. Gallagher
Purchasing Manager

STANDARD INSTRUCTIONS TO BIDDERS

DEPARTMENT OF FINANCE-PURCHASING DIVISION

TOWN OF NARRAGANSETT, RHODE ISLAND

THESE INSTRUCTIONS ARE STANDARD FOR ALL PROPOSALS ISSUED BY THE PURCHASING DIVISION AND MAY BE DELETED, OR MODIFIED BY INDICATING SUCH CHANGE BY "SPECIAL INSTRUCTIONS TO BIDDERS."

1. Receipt and Opening of Proposal

Sealed proposals (bids) will be accepted in the office of the Purchasing Manager, Town of Narragansett, R.I. until the time indicated on the advertisement for Bids, for the commodities, equipment or services designated in the specifications and will then be publicly opened and read.

2. Form of Bid

Proposal must be submitted on and in accordance with the forms attached hereto, blank places must be filled in as noted, no change shall be made in the phraseology of the proposal or in the item or items mentioned therein, must contain the name and proper address of the bidding firm, and must be signed by a responsible member of the firm with his/her signature and official title. Proposals that are not complete, or contain any omissions, erasures, alterations, additions or contain irregularities of any kind, may be rejected.

3. Submission of Bids

- a. Envelopes containing bids must be sealed and addressed to the office of the Purchasing Manager, Town Hall, Narragansett, R.I. 02882 and must be marked with the name and address of bidder, date and hour of opening, and name of bid.
- b. The Purchasing Manager will decide when the specified time has arrived to open bids, and no bid received thereafter will be considered.
- c. Any bidder may withdraw his/her bid by written request at any time prior to the advertised time for opening. Telephonic bids, amendments, or withdrawals will not be accepted.
- d. Unless otherwise specified, no bid may be withdrawn for a period of ninety (90) days from the date of bid opening.
- e. Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.
- f. Proposals received prior to the time of opening will be securely kept unopened. No responsibility will attach to an officer or person for the premature opening

of a proposal not properly addressed and identified.

4. Prices

Bidders shall state the proposed price in the manner as designated in the Bid Proposal Form. In the event that there is a discrepancy between the unit prices and the extended totals, the unit prices shall govern. In the event there is a discrepancy between the price written in words and written in figures, the prices written in words shall govern.

5. Terms

Cash discounts offered will be considered in determining awards. The discount period shall be computed from the date of delivery or from the correct invoice as received by Town Treasurer, whichever date is later. The date of delivery shall be construed to mean the date on which bid item is determined to meet the specifications and is therefore acceptable. Discounts for a period less than thirty (30) days may not be considered.

6. Rhode Island Sales Tax

The Town is exempt from the payment of R.I. Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30 Para..1, as amended.

7. Federal Excise Taxes

The Town is exempt from the payment of any excise or federal transportation taxes. The price bid must be exclusive of taxes and will be so construed.

8. "Or Equal" Bidding

When the name of a manufacturer, a brand name, or manufacturer's catalogue number is issued as the bid standard in describing an item followed by "Or Equal" this description is used to indicate quality, performance and other essential characteristics of the article required.

If bidding on other than the make, model, brand or sample specified, but equal thereto, bidder must so state by giving the manufacturer's name, catalogue number and any other information necessary to prove that the intended substitution of a commodity is equal in all essential respects to the bid standard. Bidder must prove to the satisfaction of the Town Manager or by person or persons designated by him, that his/her designated substitute is equal to the bid standard: otherwise, his/her bid will be declared "No Bid" insofar as the item in question is concerned.

9. Award and Contract

Unless otherwise specified, the Town reserves the right to make award by item or items, or by total, as may be in the best interest of the Town. A written award (or acceptance of Bid) mailed (or otherwise furnished) to the successful bidder followed

by a Town Purchase Order shall, unless otherwise specified, be deemed to result in a binding contract without further action by either party.

10. Delivery

All prices must be on the basis of F.O.B. Delivery Point Narragansett, Rhode Island. The bid prices must include delivery and shipping to the Town. No additional shipping, handling, or fuel surcharge costs will be honored by the Town. Deliveries must consist only of new merchandise or equipment (unless otherwise specified) and shall be made between 8:30 a.m. and 3:00 p.m., Monday through Friday. No delivery shall become due or be acceptable without a written Purchase Order issued by the Town Purchasing Manager.

11. Equal Employment Opportunity Policy Statement

For the purposes of this Policy, the term “vendor” shall mean any and all individuals, companies, corporations, and business entities that provide goods or services to the Town of Narragansett pursuant to any and all relevant and appropriate Federal, State, and local purchasing rules, regulations, and procedures.

The Town of Narragansett is committed to the general policy and principle of Equal Employment Opportunity in terms of retaining vendors to provide the Town with goods and services necessary for routine and emergency operations. The Town will not discriminate against vendors as entities, or individual employees thereof on any legally-recognized basis included, but not limited to, race, age, color, religion, sex, marital status, national origin, physical or mental disability, Veteran’s status, pregnancy, sexual orientation, genetic conditions, predisposition to certain diseases, or ancestry, except where a bona fide occupational qualification exists.

12. Towns Right to Reject

The Town reserves the right to reject any and all proposals, to waive any informality in the proposals received and to accept the proposal deemed to be most favorable to the best interests of the Town.

REQUEST FOR PROPOSALS TAX SALE TITLE SEARCH

The Town of Narragansett is seeking proposals for title searches for this year's tax sale.

SCOPE OF WORK

The scope of work to be performed includes, but is not limited to:

- Preparing certified letters to all persons required to receive such notice.
- Publishing notice of the sale in a public newspaper, and placing said notices of the sale in two or more public places in the town as required by RIGL 44-9-9.
- Each individual or entity that is to be notified of the pending sale will receive a certified letter which will be mailed by the successful bidder in accordance with RIGL 44-9-10 and RIGL 44-9-11. Notice shall also be sent to RIHMFC and the Department of Elderly Affairs as required.
- A representative of the successful bidder is to be present at the tax sale.
- The successful bidder is responsible for securing an auctioneer. The auctioneer's fee is to be the responsibility of the bidder.
- A list of all properties sold at tax sale, "Tax Collector's Return", shall be recorded in the land evidence records within forty-eight (48) hours after the sale of real estate, as required in the RIGL 44-9-13.
- The successful bidder is responsible for preparing a form of affidavit to be used to ensure compliance with RIGL 44-9-13(b).

Tax Collector's Deeds:

- Are to be prepared within 60 days subsequent to the sale date (RIGL 44-9-12).
- Proof reading is the responsibility of the Title Search Company.
- Proposed fees are to be listed separately from Title Search Fees.

PROPOSED SCHEDULE OF DATES

Bid Opening: All requests for proposals must be submitted to the Purchasing Department no later than 11:00 a.m. on **Thursday, December 15, 2016**.

Date of bid award (tentative): Tuesday, January 3, 2017

Tax sale list: To be prepared by the Town and provided to the firm by February 6, 2017

First notification letters: To be mailed by the firm by February 13, 2017

Certified letters: To be mailed by the firm by March 28, 2017

Advertisement:

1. Publish notice of the sale in the Narragansett Times on Wednesday, May 17, 2017 and thereafter weekly until the date of the sale.
2. Any advertising costs will be billed to the Town directly by the Southern RI Newspapers/Narragansett Times.

Tax sale date: Thursday, June 15, 2017 at 2:00 PM, in the Assembly Room at the Narragansett Town Hall.

B I D F O R M

TAX SALE TITLE SEARCH

Pursuant to and in compliance with the INVITATION TO BID, and the INSTRUCTIONS TO BIDDERS relating thereto, the undersigned bidder hereby states that he (they or it) has carefully examined the **CONTRACT DOCUMENTS** and the party understands the provisions, requirement, terms and conditions thereof, all of which are acknowledged to be part of the **Bid Proposal**.

Further, he/she has become familiar with local conditions and the extent of work; has determined the required quality, quantity and sources of supply of all plant, equipment, materials, tools, supplies, labor and all other facilities and things necessary or proper or incidental to the continuous execution and completion of the work as required; and hereby agrees to perform the contract in strict accordance with the **CONTRACT DOCUMENTS**.

The undersigned bidder hereby agrees that the bid proposal submitted shall remain in effect and binding upon the bidder for a period of 90 calendar days, from the date and time bids are received.

The undersigned bidder declares that his/her bid proposal in all respects is fair and made without collusion with any other person, firm, corporation making a proposal for this work.

***NOTE: BIDDER MUST SUBMIT PROPOSAL (BID) IN DUPLICATE!!**

<u>Title Exam</u>	<u>Collector Deeds</u>	<u>Auctioneers Fees</u>	<u>Postage for Notices</u>
\$ _____	\$ _____	\$ _____	\$ _____

BUSINESS NAME: _____

ADDRESS: _____

SIGNED: _____ TITLE: _____

PRINT NAME: _____ DATE: _____

PHONE: _____ FAX: _____

E-MAIL: _____ FIN: _____
(Federal ID Number)