



RFq 2021-8022
Real Estate Transfers and Title Services

Attachment B: Contractor’s Fee Submission Form

The fees shall be a firm fixed price inclusive of all elements required to deliver the services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. Please note that such cost is inclusive of all elements required to provide these services as specified herein and each fee proposed shall be fully “burdened” with profit and overhead costs.

| Description | Firm Fixed Fee |
|---|----------------|
| 1) Provide a firm fixed fee per property for Title Search Services | \$ |
| 2) Provide a firm fixed fee per property for Settlement Closing Services | \$ |
| 3) Provide a firm fixed fee/rate for Title Commitment Insurance Policy per property. | \$ |
| 4) Provide a firm fixed fee for recordation of the Warranty Deed, Ground Lease or Memorandum of Ground Lease. | \$ |
| 5) Provide a firm fixed fee, if any, for expedited services, if available. | \$ |
| 6) Provide a firm fixed fee for preparing and recording multiple Deeds of Trust and/or Security Instruments for multiple sources of financing. | \$ |
| 7) Provide a firm fixed fee for preparation and recordation of a release of Deed of Trust or HUD Declaration of Restrictive Covenant. | \$ |
| 8) Provide a firm fixed fee for preparation and recordation of multiple use agreements and restrictive covenants, including relevant HUD or FHA restrictive covenants. | |

Additional Services

Provide a firm fixed hourly rate for services **not** noted above yet within the scope of work of Real Estate Transfers and Title Services

| Name/Position | Firm Fixed Hourly Rate |
|---------------|------------------------|
| | \$ _____ |
| | \$ _____ |



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| | |
|--|----------|
| | \$ _____ |
| | \$ _____ |

Notes and Exclusions:

DISCOUNT OFFERED FOR EARLY PAYMENT: _____ % if invoice paid within _____ days of properly submitted invoice as stated in the QSP.

PROPOSER'S STATEMENT

The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the Authority discovers that any information entered herein to be false, such shall entitle the Authority to not consider or make award or to cancel any award with the undersigned party. Pursuant to all QSP Documents including attachments, this Fee Submission Form, and pursuant to all Documents submitted, the undersigned proposes to supply the Authority with the services and/or products described herein for the fee(s) submitted pertaining to this QSP.

Date: _____, 2021

Company: _____

Address: _____

City, State, Zip _____

Phone: _____ Email: _____

By: _____
(Signature of Offerer)

By: _____ Title: _____
(Print Name)

Fed Tax ID: _____