



Notice of Intent to Award

| | | | |
|---------------------|--|-------------|--------------------------------|
| Solicitation Number | 399464 | Award Date | 11/12/2025 3:07 PM CST |
| Solicitation Title | Real Estate Title and Closing Services | | |
| Buyer Name | Brad Wall | Buyer Email | brad.wall@nashville.gov |
| BAO Rep | Christopher Wood | BAO Email | christopher.wood@nashville.gov |

Awarded Supplier(s)

In reference to the above solicitation and contingent upon successful contract negotiation, it is the intent of the Metropolitan Government of Nashville and Davidson County to award to the following supplier(s):

| | | | | | |
|----------------|---------------------------------|-----------------|----|-------------------|-------|
| Company Name | Signature Title Services, LLC | Company Contact | | Kevin A. Criswell | |
| Street Address | 1517 Hunt Club Blvd., Suite 200 | | | | |
| City | Gallatin | State | TN | Zipcode | 37066 |

| | | | | | |
|----------------|--|-----------------|--|---------|--|
| Company Name | | Company Contact | | | |
| Street Address | | | | | |
| City | | State | | Zipcode | |

| | | | | | |
|----------------|--|-----------------|--|---------|--|
| Company Name | | Company Contact | | | |
| Street Address | | | | | |
| City | | State | | Zipcode | |

Certificate of Insurance

The awarded supplier(s) must submit a certificate of insurance (COI) indicating all applicable coverage required by the referenced solicitation. The COI should be emailed to the referenced buyer no more than 15 days after the referenced award date.

Equal Business Opportunity Program

Where applicable, the awarded supplier(s) must submit a signed copy of the letter of intent to perform for any and all minority-owned (MBE) or woman-owned (WBE) subcontractors included in the solicitation response. The letter(s) should be emailed to the referenced business assistance office (BAO) rep no more than two business days after the referenced award date.

☐ Yes, the EBO Program is applicable.

☒ No, the EBO Program is not applicable.

Monthly Reporting

Where applicable, the awarded supplier(s) will be required monthly to submit evidence of participation and payment to all small (SBE), minority-owned (MBE), women-owned (WBE), LGBT-owned (LGBTBE), and service-disabled veteran owned (SDV) subcontractors. Sufficient evidence may include, but is not necessarily limited to copies of subcontracts, purchase orders, applications for payment, invoices, and cancelled checks.

Questions related to contract compliance may be directed to the referenced BAO rep.

☐ Yes, monthly reporting is applicable.

☒ No, monthly reporting is not applicable.

Public Information and Records Retention

Solicitation and award documentation are available upon request. Please email the referenced buyer to arrange. A copy of this notice will be placed in the solicitation file and sent to all offerors.

Right to Protest

Per MCL 4.36.010 – any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the purchasing agent. The protest shall be submitted in writing within ten (10) days after such aggrieved person knows or should have known of the facts giving rise thereto.

A valid protest must demonstrate that the purchasing agent did not follow the law, the regulations, or the dictates of the solicitation. Protests based upon subjective scoring are not appropriate and may be grounds for placing the actual or prospective bidder, offeror, or contractor on the list of suspended or debarred persons.

Dennis Rowland

Dennis Rowland

Purchasing Agent & Chief Procurement Officer

ZK

(Initial)

Zak Kelley



RFQ #399464 – Real Estate Title and Closing Services

| Company Name | Team Experience and Qualifications (30 Points) | Project Approach and Methodology (30 Points) | Cost Criteria (40 Points) | Financial Offer | Contract Exceptions (Y/N) | Total Points (100) |
|-------------------------------|--|--|---------------------------|-----------------|---------------------------|--------------------|
| Signature Title Services, LLC | 30.00 | 30.00 | 40.00 | \$830,799.50 | No | 100.00 |

| Signature Title Services, LLC | |
|--|--|
| Strengths | Weaknesses |
| <ul style="list-style-type: none">Offeror provides background information about their company’s experience in providing comprehensive title services in support of real estate transactions, acquisitions, and other property-related matters and meets expectations in this regard.Offeror demonstrates their experience in providing title search, Owner & Encumbrance (O&E), title commitments and closing services and meets expectations in this regard.Offeror’s resumes were well presented and meet expectations in this regard.Offeror provides a copy of their current business license with the state of Tennessee and meets expectations in this regard.Offeror’s reference project examples demonstrate experience with closing services and meet expectations in this regard.Offeror provides sample reports as requested and meets expectations in this regard.Offeror proposed a 48 to 72 business hour duration for O&E reports and title commitments. And proposed a duration of 72 business hours for closing services and meets expectations in this regard.Offeror provides an adequate description of approach to coordinating with Metro’s legal and real estate teams and meets expectations in this regard.Offeror provides a detailed description of their approach for the disbursement of funds within 24 hours at the latest, and funds are distributed through wire services, which is slightly above expectations in this regard.In relation to the offeror’s approach to recording deeds and instruments and issuance of final title insurance policies, their timeframe of 24 business hours for deed recordings is sufficient and their time for issuing title policies of 30 to 45 days is sufficient and meets expectations in this regard. | <ul style="list-style-type: none">No specific deficiencies were noted. |

| Enter Solicitation Title & Number Below | | |
|---|--------------|-------------------|
| Real Estate Title and Closing Services; RFQ #399464 | | Total Cost Points |
| | | 40.00 |
| Offeror's Name | Bids | RFP Cost Points |
| Signature Title Services, LLC | \$830,799.50 | 40.00 |