

**SERVICE PLAN OUTLINE**  
**(Purchase of Services - Long Form)**

Number \_\_\_\_\_

**SERVICE PLAN**

- I. The Purpose of this Contract is to set forth the responsibilities of First Corporate Solutions, Inc. (Contractor) and Contra Costa County, on behalf of its Treasurer - Tax Collector Department (County), for conducting real property title search for properties that will be offered at the tax sale public auctions every year of the Contract.
- II. COUNTY OBLIGATIONS
- During the term of this Contract, County anticipates two tax sale public auctions every calendar year in February and May. At least forty-five (45) days before each scheduled tax sale Public Auction, the County shall provide the Contractor a list of parcels that will be offered at the upcoming public auction. The list of parcels shall include the following information for each parcel: the defaulted year, parcel number, Assessee name and situs address.
- III. CONTRACTOR'S OBLIGATIONS
- A. Within thirty (30) days of receipt of the list of parcels to be sold at the first tax sale public auction in a calendar year (February), Contractor shall perform real property title search for all listed parcels and provide the following information:
- a. A detailed Parties of Interest Title report for each parcel, which will include parcel number, property address, record type, recorded date, document number, and amounts;
  - b. Electronic and hard copies of each report for each parcel, including all relevant documents found associated with each parcel;
  - c. Comprehensive electronic data file for each parcel, including but not limited to parties of interest, contact information, lienholders, bankruptcy records, and probate records;
  - d. A list of owners of parcels for the last ten (10) years for tax liens and judgments;
  - e. Tax deed(s) with deed chain dating back at least forty (40) years; and
  - f. Documents related to ownership or monetary encumbrances, including but not limited to bankruptcy, probate, IRS liens, state tax liens, county tax liens, property tax postponement lien, California Department of Toxic Substances Control's Environment, special assessments that include 1915 Improvement Bond Act, Mello Roos, PACE/HERO Program and Recorded evidence of substandard dwelling, abatement actions, or other matters that would deem parcel substandard.
- B. Within thirty (30) days of receipt of the list of parcels to be sold at the second tax sale public auction in a calendar year (May), Contractor shall perform an updated title search for all listed parcels and provide the following information:
- a. An updated title search report, including any new information not previously included for the parcel prior to the February tax sale public auction;

Initials: \_\_\_\_\_  
Contractor

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County Dept.

- b. Electronic and hard copies of each updated title search report for each parcel, including all new relevant documents found associated with each parcel;
- c. Documents related to ownership or monetary encumbrances, including but not limited to bankruptcy, probate, IRS liens, state tax liens, county tax liens, property tax postponement lien, California Department of Toxic Substances Control's Environment, special assessments that include 1915 Improvement Bond Act, Mello Roos, PACE/HERO Program and Recorded evidence of substandard dwelling, abatement actions, or other matters that would deem parcel substandard.

#### IV. PAYMENT PROVISIONS

Subject to the Payment Limit of the Contract:

- A. County will pay Contractor a fee of \$175 per parcel for all information identified in Section III(A) of this Service Plan; and
- B. County will pay Contractor a fee of \$50 per parcel for all information identified in Section III(B) of this Service Plan.

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