

717 E. State Street • Mauston, WI • 53948 • Phone: (608) 847-7309 • Fax: (608) 847-2278  
Email: joleson.jcha@gmail.com • Website: www.JuneauCountyHousingAuthority.com

## REQUEST FOR PROPOSAL (RFP)

### JUNEAU COUNTY HOUSING AUTHORITY IS LOOKING FOR TITLE SERVICES TO WORK WITH IN ADMINISTRATING CDBG FUNDS

Juneau County Housing Authority is soliciting proposals from Title Companies. We ask that proposals be submitted by mail to **Juneau County Housing Authority, 717 E. State St., Mauston, WI 53948** or by email to: **chr.cdbg@gmail.com** Proposals must be submitted no later than **9:00 A.M. – July 26, 2024**.

Juneau County Housing will evaluate the proposals and will select one to provide services for the Central Housing Region CDBG Program. The Region consists of the Counties of: Adams, Green Lake, Juneau, Marathon, Marquette, Portage, Waupaca, Waushara and Wood.

The complete bid documentation is comprised of:

1. Bid proposal form
2. Copy of the Liability/Errors and Omissions Insurance of those parties involved in administration.

The bidders will be notified in writing about the bid results by Friday, August 2, 2024.

Scope of Work;

The assessor or is expected to conduct the following activities in support of this project

1. Prepare letter reports in a timely manner.
2. Title reports are to include property information, mortgages, taxes, liens, and judgments.

Juneau County Housing reserves the right to accept or reject any of all proposals and to issue a contract based on:

1. Level of service to be provided.
2. Level of experience in the field
3. References.
4. Project and Administrative Costs.

Thank you,  
Liz Allen, CDBG Administrator  
Juneau County Housing Authority

*Liz Allen*

*Apartments for the Elderly and/or Persons with Disability • Community Development Block Grant Administration*

Juneau County Housing Authority is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).



## **Bid Proposal Form for Title Services**

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Summary of Services Provided:**

\_\_\_\_\_  
\_\_\_\_\_

**Area Served:**

\_\_\_\_\_  
\_\_\_\_\_

**Turn Around Time:** \_\_\_\_\_

**Range of cost:** \_\_\_\_\_

**References:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

*Please circle "Y" for Yes or "N" for No to the following questions.*

Do you carry liability insurance?     Y / N

Do you carry errors/omissions?     Y / N

Willing to travel in Region?     Y / N

Please return this form and return it to Juneau County Housing Authority **NO** later than 9:00am Wednesday, July 24, 2024.

Juneau County Housing Authority  
717 E. State St.  
Mauston, WI 53948  
[Chr.cdbg@gmail.com](mailto:Chr.cdbg@gmail.com)

Please Contact Liz Allen at 608-847-7309 if you have any questions.