

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 Street, Mauston, WI 53948** or by email to chr.cdbg@gmail.com. Proposals must be submitted no later than **12:00 P.M. – October 18, 2023**.

Juneau County Housing Authority 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, October 20, 2023.

Scope of Work

The assessor 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 Authority 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.

Apartment 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, 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 U.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.



Bid Proposal Form for Title Company

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 12:00pm
Wednesday October 18, 2023:

Juneau County Housing Authority

717 E. State Street

Mauston, WI 53948

chr.cdbg@gmail.com

Fax: 608-847-7309

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