



City of Fond du Lac
First on the Lake

Website: www.fdl.wi.gov

City-County Government Center
160 S. Macy Street~P.O. Box 150~Fond du Lac, WI 54936-0150

January 28, 2022

Dear Vendor:

Attached are specifications for this year's title services quote. Please review the specifications and return your proposal on the proposal sheet located at the back of the specifications. The Minority Enterprise Business form must be returned with the proposal. The quotes should be returned to:

City of Fond du Lac
Attn: Purchasing Department
160 S. Macy St.
PO Box 150
Fond du Lac, WI 54936-0150

All quotes must be received no later than 4:30 on Friday, February 11, 2022. Quotes may be mailed to the above address, faxed to 920-322-3402 or emailed to tdavi@fdl.wi.gov.

Please feel free to contact me at 920-322-3453 with any questions.

Sincerely,

Cameron Fails
Purchasing Manager
City of Fond du Lac

TITLE SERVICES SPECIFICATIONS

QUOTE

The City of Fond du Lac, Department of Community Development, is soliciting quotations for title services. The expected, but not guaranteed, volume of work is approximately 35-45 reports over the next twelve (12) month period. Specifically, we request your quotation be on a per job basis for letter search title reports. The current owner letter report should include the following:

- a) name and address of property owner;
- b) date of report;
- c) legal description of property;
- d) tax key number;
- e) outstanding mortgages, liens and judgments of record;
- f) status of real estate taxes;
- g) other pertinent matters of record;
- h) Including one (1) emailed update.

The expected "turn around" time should not exceed five (5) workdays. The Community Development staff's participation in this research shall be limited to provision of the owner's name and the address of the property.

Please submit the amount of the quotation per job. All reports should be submitted to Community Development via email.

From time to time Community Development may request the Title Company to prepare closing documentation for homes purchased and/or sold/donated to a community partner. Please submit a quotation for this item also.

Any questions can be directed to Merry Arndt, Community Development Specialist, at 322-3445.

Minority and Women's Business Enterprise companies are encouraged to submit quotations. Section 3 Qualified Businesses are also encouraged to submit quotations.

All applicants should complete the attached Minority Business Enterprise Form.

All proposals must be submitted on the attached proposal form.

The term of the contract runs from February 1, 2022 through January 31, 2023.

All quotes must be received no later the 4:30 on Friday, February 11, 2022.

Quotes may be returned via mail, fax, or email.

City of Fond du Lac
Attn: Purchasing Department
PO Box 150
Fond du Lac, WI 54936-0150
Fax: 920-322-3453
Email: tdavi@fdl.wi.gov

PROPOSAL

TITLE SERVICES

To: City of Fond du Lac
Purchasing Department
PO Box 150
160 South Macy Street
Fond du Lac, WI 54936-0150

We, the undersigned, propose to completely furnish all materials necessary to complete the requirements listed in the Detailed Specifications at a cost as follows:

Title Services

Cost Per Report \$ _____

Please check on of the following:

Hand Delivered _____

Emailed _____

Closing Documentation Preparation

Cost Per Closing \$ _____

Name of Company _____

By _____ Title _____

Address _____

Email Address _____

Date _____ Phone Number _____

Signature _____



**Department of Community Development
City of Fond du Lac, 160 S. Macy Street, PO Box 150
Fond du Lac, WI 54936-0150
920-322-3440**



**Section 3 Qualification for Contractor Businesses
And Minority Business Enterprise/Women Business Enterprise**

*** Please circle the most appropriate choice that best describes your Business's Racial/Ethnic Code.**

- | | |
|----------------------------|-----------------------|
| 1. White Americans | 4. Hispanic Americans |
| 2. Asian/Pacific Americans | 5. Black Americans |
| 3. Hasidic Jews | 6. Native Americans |

Is the Business Owner's Ethnicity? (Check only one box) Hispanic Non-Hispanic

Is your Business Owned by a Woman (51% or more): Yes No

Type of Business: Corporation Partnership Joint Venture Sole Proprietorship

Your Business's Tax Identification Number: _____

Individuals residing in Fond du Lac County who meet the income limits set forth below can qualify as a Section 3 Business.

Do 51% or more of your permanent employees have household income that falls within the guidelines listed in the chart below Yes No

Please DO NOT indicate your income or household size on this form. Find your household size in the left hand column. Then determine if your **TOTAL** household income is either **BELOW** or **ABOVE** the income listed for your household size, and then check the box yes or no listed below.

Household Size	Income
1	\$42,200
2	\$48,200
3	\$54,250
4	\$60,250
5	\$65,100
6	\$69,900
7	\$74,750
8	\$79,550

- Yes, I fall **below** the income listed for my household size.
- No, my income is **above** the income listed for my household size.
- I do not wish to provide this information.

I certify that this information is true and correct to the best of my knowledge.

Business Name _____
Business Address _____

Please Print Owner's Name _____

Signature _____

Date _____

The information requested on this form regarding race and ethnicity status is needed to analyze and assure compliance with Federal Equal Opportunity laws and to meet the reporting requirements of those laws. Your cooperation in voluntarily giving this information is important to the success of our equal opportunity program.