**Regional Real Estate (RE) Contract Administrator Instructions**

**STATEWIDE FULL-SERVICE TITLE SEARCH SERVICES**

**FOR HIGHWAY IMPROVEMENT PROJECTS**

**Contracts #407187 - 407231**

Updated 01/06/15

This procedure will be used for any total dollar amount, up to and including “over” $25,000.

1. Look up county on current title search contracted services list.
2. Contact first company/contractor on list for that county who is listed as #1.
3. Ask first company/contractor on the current title search contract list if they can do the required work and do it within the needed timeframe. Contract bid prices are not negotiable. Contractor cannot ask for higher prices than those listed for each report or map.
4. In counties where there are more than one possible contractor and contractor #1 cannot do the work and/or within the timeframe, contact contractor #2 with requirements. Continue, if necessary, with #3, #4, or #5 (if available depending on county).
5. Use process set up in your region to produce contract release purchase orders. TALK TO YOUR REGIONAL PURCHASING AGENT. Complete a purchase requisition form using details from current title search contracted services list:
6. Vendor Name
7. FEIN Number
8. Contract Number, Line Nbr (Number) and Quantity of each report or map

 Pick only the lines needed for each particular search

 First line is Preliminary Ownership Report for Hearings, per parcel

 Second line is Ownership Report, per parcel

 Third line is Updated Title Search Report, per parcel

 Fourth line is Title Search Report, per parcel

 Fifth line is Property Layout Map, per project

1. Project ID
2. Add a one-sentence description of work [parcel(s) site location, completion date(s), etc.] and the statement: “Work to be performed per attached documents.”
3. Add any special notes the regional purchasing agent may need to add to RMOD. See NOTE below.

After receiving the Item #5 information from you, your regional purchasing agent will process the contract release purchase order in TIPS (WisDOT’s procurement system). The regional approver reviews and acts on the order. After approved, the regional purchasing agent sets the order to print. The orders print overnight at Hill Farms. The next morning they are sorted and distributed to the title search contracts purchasing agent in DBM/Bureau of Mgmt. Services.

1. Work out an invoice approval procedure with your regional purchasing agent. (Southeast, the invoices are received by the purchasing agent, who then sends a simple email message to the contract administrator asking, “Is it okay to pay $$$, to… for…?”).
2. Regional Real Estate contract administrator must tell the regional purchasing agent when it is okay to close the purchase order. This can be done at the same time approval to pay the last invoice is made.

Any questions about these instructions or the contracts, contact Suzanne.kostic@dot.wi.gov; (608) 267-2837.