

**Department of Administration
Purchasing Division**

Finance & Personnel Committee Approval Required

**Sole Source Contract
Contract #E0000000016-C**

Background:

User Department:	Assessor's Office
Purchasing Agent:	Ann Patz
Contract Description:	VSC for Property Deed Transfer Information Services
Vendor Name and Location:	Property Insight, a Division of EC Purchasing.com, Inc.; (Glendale, CA)
Contract Term:	01/13/2017 through 02/22/2018 with annual option to extend
Requisition # and Date Rec'd:	Requisition #17996; Received 01/08/2021
Original Contract Amount:	\$52,867.12
Expenditures to Date:	\$136,900.00
Current Contract Amount:	\$199,800.00

History of Contract Amendments:

Date	Item	Term	Cost
01/11/2017	Original Vendor Service Contract for Property Deed Transfer Information Services. Approved by F&P Committee on: 01/11/2017	01/13/2017 through 02/22/2018	\$52,867.12
01/31/2018	Amendment #1 to E0000000016-B: Increased the estimated contract total by \$51,800.00 from \$52,867.12 to \$104,667.12 and extended the contract term for one (1) year from 02/23/2018 through 02/22/2019 with the option to extend annually upon mutual consent. Incorporated name change to Property Insight. Approved by F&P Committee on: 01/31/2018	02/23/2018 through 02/22/2019	\$51,800.00
01/09/2019	Amendment #1 to E0000000016-C: Increased the estimated contract total by \$28,532.88 from \$104,667.12 to \$133,200.00 and extended the contract term for one (1) year from 02/23/2019 through 02/22/2020. Approved by F&P Committee on: 01/09/2019	02/23/2019 through 02/22/2020	\$28,532.88
1/15/2020	Amendment #2 to E0000000016-C: Increased the estimated contract total by \$48,100.00 from \$133,200.00 to \$181,300.00 and extended the contract term for one (1) year from 02/23/2020 through 02/22/2021. Approved by F&P Committee on: 01/15/2020	02/23/2020 through 02/22/2021	\$48,100.00
10/28/2020	Amendment #3 to E0000000016-C: Increased the estimated contract total by \$18,500.00 from \$181,300.00 to \$199,800.00. Approved by F&P Committee on: 10/28/2020	N/A	\$18,500.00
Pending	Amendment #4 to E0000000016-C: Increase the estimated contract total by \$44,400.00 from \$199,800.00 to \$244,200.00 and extend the contract term for one (1) year from 02/23/2021 to 02/22/2022.	02/23/2021 through 02/22/2022	\$44,400.00
Total (including the pending amendment)			\$244,200.00

Purpose of Amendment:

The purpose of this amendment is to provide continued Property Deed Transfer Information Services to the City of Milwaukee Assessor’s Office. This amendment will increase the estimated contract total by \$44,400.00 from \$199,800.00 to \$244,200.00 and extend the contract term by one (1) from 02/23/2021 through 02/22/2022.

For internal accounting purposes E0000000016-C total will increase by \$44,400.00 from \$144,300.00 to \$188,700.00.

Background:

This service provides updated deed and sales information on a weekly basis so that the Departmental staff can accurately and timely update data service to change ownership records for properties located within the City. Disruption in the flow of data to the Assessor’s Office would result in staff being unable to change or update ownership records, therefore making their records inaccurate, delaying the assessment process, and delaying the mailing of accurate tax bills. There are over 300 ownership changes within the City of Milwaukee each week; this vendor service allows for verification and confirmation of the ownership details and legal descriptions for each of these deeds.

This contract, E0000000016, has provided services to the City of Milwaukee Assessor’s Office under different names: Chicago Title Company, LLC; Chicago Title Insurance Company, LLC; and Property Insight. Property Insight provides a disc of sales information to the Assessor’s Office on a bi-weekly basis. Property Insight is the only vendor able to provide the necessary information in the format the Assessor’s Office requires. If this process is interrupted, the assessment process will be slowed and mailing of tax bills will be delayed.

E0000000016-B, Amendment #1, incorporated a name change from Chicago Title Company to Property Insight, a Division of EC Purchasing.com, Inc. Amendment #1 also increased the estimated contract total by \$51,800.00 from \$52,867.12 to \$104,667.12 and extended the contract term for one (1) year from 02/23/2018 through 02/22/2019 with the option to extend annually upon mutual consent and was approved by F&P Committee on 01/31/2018. This changed the contract number from E0000000016-B to E0000000016-C.

The first (1st) amendment to E0000000016-C increased the estimated contract total by \$28,532.88 from \$104,667.12 to \$133,200.00 with the additional funds being specifically allocated to E0000000016-C. For internal accounting purposes \$77,700.00 total was transferred, and will extend the contract term for one (1) year from 02/23/2019 through 02/22/2020 and was approved by F&P Committee on 01/09/2019.

The second (2nd) amendment to E0000000016-C increased the estimated contract total by \$48,100.00 from \$133,200.00 to \$181,300.00 and extended the contract term for one (1) year from 02/23/2020 through 02/22/2021 and was approved by F&P Committee on 01/15/2020. For internal accounting purposes the contract amount was increased from \$77,700.00 to \$125,800.00.

The third (3rd) amendment to E0000000016-C increased the estimated contract total by \$18,500.00 from \$181,300.00 to \$199,800.00. For internal accounting purposes the contract amount was increased from \$125,800.00 to \$144,300.00.

City Purchasing Director

Date

F&P Presentation Date: 02/03/2021