

**Department of Administration
Purchasing Division**

**Finance & Personnel Committee Approval Required
For Single Source Contract
Contract #E0000013442**

Background:

User Department:	Citywide
Purchasing Agent:	Marina Litvinets
Contract Description:	Vendor Service Contract for Official Advertising
Vendor Name and Location:	The Daily Reporter (Milwaukee, WI)
Contract Term:	01/01/2015 through 12/31/2017 with the option to renew for three (3) additional one (1) year periods.
Requisition # and Date Received:	17578 & 06/01/2020
Original Contract Amount:	\$625,000.00
Expenditures to Date:	\$687,509.57
Current Contract Amount:	\$687,523.00

History of Contract Amendments:

Date	Item	Term	Cost
12/15/2014	Original Contract – Vendor Service Contract for Official Advertising Approved by F&P Committee on: 12/15/2014	01/01/2015 through 12/31/2017	\$625,000.00
09/22/2017	Amendment #1 – Extended the contract term for one (1) year) from 01/01/2018 through 12/31/2018, exercising the first (1 st) of three (3) options to extend for one (1) year period. F&P Approval was not required	01/01/2018 through 12/31/2018	\$625,000.00
12/20/2018	Amendment #2 – Extended the contract term for one (1) year) from 01/01/2019 through 12/31/2019, exercising the second (2 nd) of three (3) options to extend for one (1) year period. F&P Approval was not required	01/01/2019 through 12/31/2019	\$625,000.00
2/28/2019	Amendment #3 – Increased the estimated contract total by \$28,800.00 from \$625,000.00 to \$653,800.00 and incorporated a \$0.22 (3%) price increase from \$7.40 per column inch to \$7.62 per column inch to be effective 02/20/2019. F&P Approval was not required (due to Admin. error, should have been presented)	01/01/2019 through 12/31/2019	\$653,800.00
09/18/2019	Amendment #4 – Increased the estimated contract total by \$23,723.00 from \$653,800.00 to \$677,523.00. Approved by F&P Committee on: 09/18/2019	01/01/2019 through 12/31/2019	\$677,523.00
01/13/2020	Amendment #5 – Extended the contract term for three (3) months from 01/01/2020 through 03/31/2020, exercising the option to extend the contract to allow time for a new contract to be executed. F&P Approval was not required	01/01/2020 through 03/31/2020	\$677,523.00
04/21/2020	Amendment #6 – Increase the estimated contract total by \$10,000.00 from \$677,523.00 to \$687,523.00, and extend from 04/01/2020 through 12/31/2020, add three (3) more options to extend for one (1) year periods. F&P Approval was not required	04/01/2020 through 12/31/2020	\$687,523.00
Pending	Amendment #7 – Increase the estimated contract total by \$69,000.00 from \$687,523.00 to \$756,523.00.	n/a	\$687,523.00
Total (including the pending amendment)			\$756,523.00

Purpose of Amendment: The purpose of this amendment is to increase the estimated contract total with The Daily Reporter Publishing Company by \$69,000.00 from \$687,523.00 to \$756,523.00.

Background: It is important to note that a competitive bid was issued the end of November 2019 and the *Milwaukee Community Journal* was identified as the lowest complying bidder. However, in early 2020 they declined to move forward with a contract award because they informed us that they did not have the capacity to provide the services. **As a result, and in an effort to avoid a lapse in service to city departments,** it is recommended that a Single-Source Vendor Service Contract for Official Advertising with The Daily Reporter be amended with an estimated increase of the contract total by \$69,000.00.

City Purchasing Director

Date

F&P Approval Presentation Date: 07/01/2020