

**Department of Administration  
Purchasing Division**

**Finance & Personnel Committee Approval Required  
For Single Source Contract  
Contract # E13320**

**Background:**

<b>User Department:</b>	Municipal Court
<b>Purchasing Agent:</b>	Ann Patz
<b>Contract Description:</b>	VSC for Printing & Mailing of Municipal Court Notices
<b>Vendor Name and Location:</b>	State of Wisconsin Dept. of Administration (WDOA), Madison, WI
<b>Contract Term:</b>	1/1/2015 – 12/31/2015 with two (2) options to extend
<b>Requisition # &amp; Date Received:</b>	Req# 17456, Rec'd 04/5/2020
<b>Original Contract Amount:</b>	\$ 190,000.00
<b>Expenditures to Date:</b>	\$528,611.11
<b>Current Contract Amount:</b>	\$ 703,000.00

**History of Contract Amendments:**

Date	Item	Term	Cost
9/17/2014	Original Contract E13320 – VSC for Printing and Mailing of Municipal Court Notices  Approved by F&P Committee on: 9/17/2014	1/1/2015 - 12/31/2015 w/ two options to extend	\$190,000.00
11/18/2015	Amendment #1: Increase the estimated contract total by \$150,000.00 from \$190,000.00 to \$340,000.00 and extend the contract from one (1) year from 01/01/2016 through 12/31/2016, exercising the first (1 <sup>st</sup> ) option to extend  Approved by F&P Committee on: 12/9/2015	1/1/2016 - 12/31/2016	\$150,000.00
12/14/2016	Amendment #2: Extend the contract by one (1) year, from 01/01/2017 – 12/31/2017, exercising the final option to extend.  *Note: Administrative error; Amendment #3 should have been presented in December of 2016.	1/1/2017 - 12/31/2017	\$0
2/10/2017	Amendment #3: Increase the estimated contract total by \$153,000.00 from \$340,000.00 to \$493,000.00.  * Note: Reference to Amendment #3 was referenced in the Recap for Amendments #5 & #6	1/1/2017- 12/31/2017	\$153,000.00
2/12/2018	Amendment #4: Extend the contract by six (6) months, from 01/01/2018 - 06/30/2018 to allow time for a new bid and contract to be executed.	1/01/2018 - 6/30/2018	\$0
06/13/2018	Amendment #5: Extend the contract by one (1) year, from 7/1/2018 – 6/30/2019 and add four (4) options to extend upon mutual consent, starting 7/1/2019. Additionally, increase the estimated contract total by \$180,000.00 to cover the cost of invoices from April – June 2018 and the annual extension.  Approved by F&P Committee on: 6/13/2018	7/1/2018 - 6/30/2019	\$180,000.00
04/10/2019	Amendment #6: Increase the estimated contract total by \$30,000.00 from \$673,000.00 to \$703,000.00, and extend the contract term for one (1) year from 07/01/2019 through 06/30/2020.  Approved by F&P Committee on: 04/10/2019	7/1/2019 - 6/30/2020	\$30,000.00

Pending	Amendment #7: Increase the estimated contract total by \$60,000.00 from \$703,000.00 to \$763,000.00, and extend the contract term for one (1) year from 07/01/2020 through 06/30/2021.	7/1/2020 - 6/30/2021	\$60,000.00
Total (including the pending amendment)			\$763,000.00

**Purpose of Contract:**

The City of Milwaukee Municipal Court is seeking to extend E0000013320 -Vendor Service Contract for the Printing and Mailing of Municipal Court Notices with the State of Wisconsin Department of Administration (WDOA) from July 1, 2020 through June 30, 2021, exercising the second (2<sup>nd</sup>) of four (4) options to extend upon mutual consent, and to increase the estimated contract total by \$60,000.00 from \$703,000.00 to \$763,000.00 to cover the cost of anticipated invoices to be received for this one (1) year extension.

**Background:**

Printing and mailing services, which are currently provided by the State of Wisconsin's Department of Administration (WDOA), are crucial to Municipal Court operations. These services provide batch printing, inserting and mailing of defendant notices (which the Court is legally required to mail when the defendant fails to appear for judgment), reminder notices, and other correspondence, with or without additional pre-printed informational inserts. The process of creating and transmitting its correspondence to the vendor is fully automated, occurring during an overnight batch process with a daily script that transmits the files to a secure server, such that no manual intervention by Court staff is required.

The State of Wisconsin printing and mailing system has been partially customized for the City of Milwaukee court processes to provide secure and confidential protection of records in accordance with the related regulations, most notably for juveniles who have records that require additional levels of protection in accordance with Wisconsin Statutes. This vendor's capabilities and willingness to provide the required level of protection for all records, especially those of juveniles, will assist the City of Milwaukee with the fulfillment of all required system safeguards as evidenced by the WDOA's long term record of successful service provisions for the City of Milwaukee Municipal Court since 1999. Lastly, it is important to note that a competitive bid was issued in March 2018 and we did not receive any responses.

\_\_\_\_\_  
City Purchasing Director

\_\_\_\_\_  
Date

**F&P Meeting Date:** 5/20/2020