

**City of Milwaukee Department of City Development  
Finance & Administration- Purchasing Section**

**Finance & Personnel Committee Approval Required  
For Single Source Contract  
Contract#'s: 18-034 (CM)**

**Background:**

<b>User Department:</b>	Department of City Development
<b>Purchasing Agent:</b>	Nicole Anderson
<b>Contract Description:</b>	Locksmith Services
<b>Vendor Name and Location:</b>	<b>Urlich Lock Company (New Berlin, WI)</b>
<b>Contract Term:</b>	One (1) year with Two (2) additional one (1)-year terms
<b>Original Contract Amount:</b>	<b>New Contract</b>
<b>Expenditures to Date:</b>	N/A
<b>Current Contract Amount:</b>	N/A

**Purpose of Request:**

Enter into a single source contract with Urlich Lock Company (New Berlin, WI) for one (1) year with two (2) additional one (1) year terms.

**Background:**

DCD uses the services of a locksmith to change the locks of houses acquired through tax foreclosure. The demand on the vendor varies throughout the year; demand is highest during the periods when the City acquires and inspects new groups of properties. Lower levels of service, including occasional emergency service, are required year-round.

For a number of years, DCD has contracted with ABC Lock & Key for locksmith services. The owner of ABC has told the department he is retiring and will close his business.

In anticipation of the loss of this long-time vendor, DCD issued Bid notice 57791 in May 2018. Only one bid was received, from Flying Locksmiths. At the post-bid contractor meeting, Flying Locksmith shared a misunderstanding regarding the pricing of its services and withdrew its bid.

DCD issued a second Bid notice (57809) for locksmith services. In an effort to receive more bids, Bid 57809 was advertised on Channel 25, via social media, the E-notify was again forwarded to potential locksmiths, and posted on the DCD website. One (1) bid was received from the same vendor, Flying Locksmiths. In the contractor meeting, DCD officials were advised that the contractor may not be able to perform based on employee absenteeism and lack of supplies. After the contractor spoke with his corporate office, he opted to not sign the contract.

Since failing to obtain a qualified vendor through the bid process, DCD has reached out to a vendor that did not respond to the bidding opportunity: Urlich Lock Company (New Berlin, WI). This vendor was unaware of DCD's Locksmith bid. Urlich Lock Company is used by the Housing Authority of the City of Milwaukee.

DCD is requesting to single source the Locksmith Services contract to the first of two (2) vendors. This arrangement allows for DCD's needs to be met, allowing these small businesses the opportunity to still serve their current customers at the same capacity. The vendor for the first contract is Urlich Lock Company (New Berlin, WI). DCD is in the process of seeking a second vendor.

DCD requests to single source to this company for one (1) year with two (2) options to extend upon mutual agreement. This contract would be in an amount not to exceed \$50,000, per contract year, over a three-year period; total authority \$150,000.



11.1.18

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DCD Finance and Administration Manager

Date