

**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) & 18-035 (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>AAA Acme Lock Company Inc (Milwaukee, WI)</b> <b>Urich 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 AAA Acme Lock Company Inc (Milwaukee, WI) and Urich 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 two vendors that did not respond to the bidding opportunity: Urich Lock Company (New Berlin, WI) and AAA Acme Lock Company Inc. (Milwaukee, WI). Both vendors were unaware of DCD's Locksmith bid. Urich Lock Company is used by the Housing Authority of the City of Milwaukee; AAA Acme Lock Company is often used by the Dept. of Public Works and was a referral from the current vendor. Both companies are interested in entering into a contract with the City, with the understanding that they would share the work and be able to continue to service their existing customers.

DCD is requesting to single source the Locksmith Services contract to 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 two companies are Urich Lock Company (New Berlin, WI) and AAA Acme Lock Company Inc (Milwaukee, WI).

DCD requests to single source to these two (2) companies for one (1) year with two (2) options to extend upon mutual agreement. Each contract would be in an amount not to exceed \$150,000, per contract over a three-year period; total authority \$300,000.

*Martha L. Bauer*

**10/9/18**

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DCD Deputy Commissioner

Date