

DOA-Business Operations Division – Procurement Services Section

Finance & Personnel Committee Approval Required

For Single / Sole Source Contract

Contract #E12971

Background:

User Department:	Tax Assessor
Purchasing Agent:	Catina Slocum
Contract Description:	VSC for Legal Services Related to Board of Review Assessment Appeals
Vendor Name and Location:	Seibel Law Offices, LLC (Mequon, WI)
Contract Term:	01/01/2013 through 12/31/2015
Requisition # and Date Received:	Requisition #14306, Received 10/28/2015
Original Contract Amount:	\$80,000.00
Expenditures to Date:	\$76,300.00
Current Contract Amount:	\$80,000.00

If Amendment, History of Contract Amendments:

Date	Item	Term	Cost
01/15/2014	Original Contract #E12971 – VSC for Legal Services Related to Board of Review Assessment Appeals Approved by F&P Committee on: 01/15/2014	01/01/2013 through 12/31/2015	\$80,000.00
Pending	Amendment #1: Extend the contract term one (1) year from 01/01/2016 through 12/31/2016 and increase the estimated contract total by \$20,000.00 from \$80,000.00 to \$100,000.00 to cover anticipated expenditures during the contract extension.	01/01/2016 through 12/31/2016	\$20,000.00
Total (including the pending amendment)			\$100,000.00

Purpose of Contract/Amendment:

The purpose of this contract amendment is for the Tax Assessor’s Office to continue to receive Legal Services Related to Assessment Appeals to the City of Milwaukee Board of Review (BOR). This represents the first (1st) amendment request by the Tax Assessor’s Office to the original contract amount of \$80,000.00. This amendment will extend the contract term one (1) year from 01/01/2016 through 12/31/2016 and increase the estimated contract total by \$20,000.00 from \$80,000.00 to \$100,000.00 to cover anticipated expenditures during the contract extension. For the contract extension, Seibel Law Offices, LLC will be working on the oil terminals cases.

Background:

According to the Tax Assessor’s Office, Seibel Law Offices, LLC is the most local law firm that has unique knowledge relating to property tax statutes, which is instrumental in answering complaints on behalf of the City. In order to avoid any claims of conflict of interest, it was determined that it was best to use outside counsel for some of the contested cases that will be heard by the BOR. All other known competitors perform this work on behalf of the taxpayers, not the municipalities and would not be viable contractors. Lastly, Attorney Amy Seibel has been under a Legal Services contract with the City since 2008 and assigning these complex litigation matters to another law firm that does not have the history and knowledge would not be in the best interest of the City because the learning curve is significant.

City Purchasing Director

Date