

**Department of Administration
Purchasing Division**

Finance & Personnel Committee Approval Required
Sole Source Contract
Contract #E0000000016-C

Background:

| | |
|--------------------------------------|---|
| User Department: | Assessor's Office |
| Purchasing Agent: | Nathan Churchill |
| Contract Description: | VSC for Property Deed Transfer Information Services |
| Vendor Name and Location: | Property Insight, a Division of EC Purchasing.com, Inc.; (Glendale, CA) |
| Contract Term: | 01/13/2017 through 02/22/2018 with annual option to extend |
| Requisition # and Date Rec'd: | Requisition #16492; Received 12/11/2018 |
| Original Contract Amount: | \$52,867.12 |
| Expenditures to Date: | \$33,300.00 |
| Current Contract Amount: | \$104,667.12 |

Purpose of Amendment:

The purpose of this amendment is to provide continued Property Deed Transfer Information Services to the City of Milwaukee Assessor's Office. This amendment will increase the estimated contract total by \$28,532.88 from \$104,667.12 to \$133,200.00 and extend the contract term for one (1) year from 02/23/2019 through 02/22/2020.

Background:

This service provides details of all of the deeds that have been recorded with the City of Milwaukee for each prior week. Departmental staff uses this data service to change ownership records for properties located within the City. Disruption in the flow of data to the Assessor's Office would result in staff being unable to change or update ownership records, therefore making their records inaccurate, delaying the assessment process, and delaying the mailing of accurate tax bills. There are over 300 ownership changes within the City of Milwaukee each week; this vendor service allows for verification and confirmation of the ownership details and legal descriptions for each of these deeds.

This contract, E0000000016, has provided services to the City of Milwaukee Assessor's Office under different names: Chicago Title Company, LLC; Chicago Title Insurance Company, LLC; and Property Insight. Property Insight provides a disc of sales information to the Assessor's Office on a bi-weekly basis. Property Insight is the only vendor able to provide the necessary information in the format the Assessor's Office requires. If this process is interrupted, the assessment process will be slowed and mailing of tax bills will be delayed.

This first (1st) amendment to E0000000016-C will increase the estimated contract total by \$28,532.88 from \$104,667.12 to \$133,200.00 with the additional funds being specifically allocated to E0000000016-C for internal accounting purposes, and will extend the contract term for one (1) year from 02/23/2019 through 02/22/2020.

History of Contract Amendments:

| Date | Item | Term | Cost |
|--|--|-------------------------------------|---------------------|
| 01/11/2017 | Original Vendor Service Contract for Property Deed Transfer Information Services. Approved by F&P Committee on: 01/11/2017 | 01/13/2017 through 02/22/2018 | \$52,867.12 |
| 01/31/2018 | Amendment #1 to E0000000016-B: Increased the estimated contract total by \$51,800.00 from \$52,867.12 to \$104,667.12 and extended the contract term for one (1) year from 02/23/2018 through 02/22/2019. Approved by F&P Committee on: 01/31/2018 | 02/23/2018 through 02/22/2019 | \$51,800.00 |
| Pending | Amendment #1 to E0000000016-C: Increase the estimated contract total by \$28,532.88 from \$104,667.12 to \$133,200.00 and extend the contract term for one (1) year from 02/23/2019 through 02/22/2020. | 02/23/2019 through 02/22/2020 | \$28,532.88 |
| Total (including the pending amendment) | | | \$133,200.00 |

City Purchasing Director

Date