

**Department of Administration
Purchasing Division**

**Finance & Personnel Committee Approval Required
For Single Source Contract
Contract #E0000020003**

Background:

User Department:	Assessor's Office
Purchasing Agent:	Michelle Ojielo
Contract Description:	Vendor Service Contract for Printing and Mailing Assessment Notices
Vendor Name and Location:	A.B. Data, Ltd. (Milwaukee, WI)
Contract Term:	Three (3) years from the date of award (01/10/2024 – 01/09/2027) with two (2) options to extend for one (1) year terms
Requisition # and Date Received:	Requisition #0000021055 & Date Received 03/18/2025
Original Contract Amount:	\$90,000.00
Expenditures to Date:	\$96,625.45
Current Contract Amount:	\$196,626.00

History of Contract Amendments:

Date	Item	Term	Cost
01/10/2024	Original Contract - Vendor Service Contract for Printing and Mailing Assessment Notices. F&P Approval Presentation Date: 01/10/2024	01/10/2024 through 01/09/2027	\$90,000.00
06/26/2024	Amendment #1: Increased the contract total by \$106,626.00 from \$90,000.00 to \$196,626.00. F&P Approval Presentation Date: 06/26/2024	N/A	\$106,626.00
Pending	Amendment #2: Increase the contract total by \$500,000.00 from \$196,626.00 to \$696,626.00.	N/A	\$500,000.00
Total (including the pending amendment)			\$696,626.00

Purpose of Amendment:

This is a recommendation to amend the City's existing Vendor Services Contract for Printing and Mailing Assessment Notices with A.B. Data, Ltd. by increasing the contract total by \$500,000.00 from \$196,626.00 to \$696,626.00. The additional funds are required to cover the costs for the remainder of the contract with a yearly expense over \$100,000.00 and cover postage increases and services for the next four (4) years.

Background:

A.B. Data, Ltd. (A.B. Data) plays an essential role in the assessment notice process of the Assessor's Office. Prior to publishing the assessment notices, the Department of Revenue (DOR) needs to approve them. A.B. Data works with the Assessor's Office to format the notices to include the required information from DOR. The approved formatted notice is then provided electronically by A.B. Data, making it easier for the Assessor's Office to search through the data. Previously, the data was provided in three (3) files, each containing over 50,000 notices, which was time-consuming to search through. A.B. Data now provides the data in six (6) files in tax-key order, making it faster to search for a specific notice. A.B. Data also provides a blank copy of the notice so that the Assessor's Office can send out an updated notice with new ownership information. To that end, A.B. Data has specific insight into the Assessor's Office needs and

knowledge of services, ensuring a smooth assessment notice process. Furthermore, a competitive bid solicitation was issued in 2019 and A.B. Data was identified as the lowest complying bidder and has successfully provided this service to the Assessor's Office over the last several years.

City Purchasing Director

Date

F&P Approval Presentation Date: 04/16/2025