

DOA-Business Operations Division – Procurement Services Section

Waiver of Finance & Personnel Committee Approval  
For Single / Sole Source Contract  
Contract #E13033

**Background:**

<b>User Department:</b>	DPW – Forestry
<b>Purchasing Agent:</b>	Tykesha J. White
<b>Contract Description:</b>	VSC to Serve as Employer of Record for the Dombrowski Landscape Training Initiative
<b>Vendor Name and Location:</b>	Triada Employment Services, LLC (Milwaukee, WI)
<b>Contract Term:</b>	February 17, 2014 – December 31, 2014
<b>Requisition # and Date Received:</b>	13033 2/3/2014
<b>Original Contract Amount:</b>	\$300,000.00

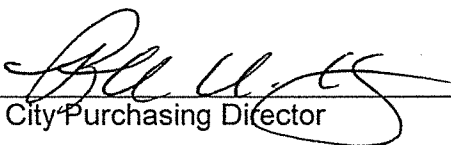
**Purpose of Contract:**

Triada Employment Services, LLC will serve as the employer of record for the Dombrowski Landscape Training Initiative which includes recruiting, interviewing, screening, training and payroll administration.

Triada is owned and operated by Wisconsin Regional Training Partnership (WRTP)/BIG STEP, a key partner in the Dombrowski Landscape Training Initiative. The Dombrowski Landscape Management Training Initiative with the help of WRTP/Big Step will recruit, train and place unemployed low-income Milwaukee residents in the landscape profession. These individuals will be trained in grounds maintenance, including small trees, shrub and brush removal, as well as sidewalk snow and ice removal, and general landscape maintenance on City-owned tax-foreclosed and vacant properties. Participants will have the opportunity to earn multiple credentials; including a Commercial Driver's License Class B with airbrakes, Tree Care Industry Association Tree Care Academy Ground Operations Specialist, Wisconsin Pesticide Application License, and CPR certification. At the end of the program, 15 trainees will be brought on as seasonal City staff while the remaining will be linked with private landscape or tree care companies for employment.

**Justification for Waiver:**

The training class and Triada's services commenced February 3, 2014 under a Service Contract executed by DPW. Due to late changes in secured funding and last minute negotiations with Triada, this emergency procurement is essential so that Triada may continue as the employer of record and so that there is no interruption in payroll for the trainees. (See the attached letter from DPW)

  
City Purchasing Director

2/10/2014  
Date



Department of Public Works

Ghassan Korban  
Commissioner of Public Works

Preston D. Cole  
Director of Operations

February 7, 2014

Ms. Rhonda Kelsey  
City Purchasing Director  
Department of Administration  
City Hall

RE: Requisition #13033

Dear Ms. Kelsey,

The Department of Public Works is asking for emergency procurement for Triada Employment Services, LLC as referenced in requisition #13033. Triada is owned and operated by Wisconsin Regional Training Partnership (WRTP)/BIG STEP, a key partner in the Dombrowski Landscape Training Initiative to train 30 low-skill, low-income Milwaukee residents for employment in the landscape industry. With expertise in workforce development, WRTP/BIG STEP has experience with recruitment and assessment of individuals with limited work experience and other potential employment barriers (criminal history, low skills, etc.). They provided critical support for recruitment, orientation sessions, interviews and essential skills training. Because they are familiar with the target population and provide access to additional supportive training, Triada offers continuity into employment that improves training outcomes and the likelihood for industry placement.

The trainees on the Dombrowski Landscape Training Initiative are doing vital work at City-owned properties including snow and ice removal, recording and removing hazardous conditions as well as other grounds maintenance activities at the nearly 6,000 City-owned properties. The training class and Triada's services started Feb. 3<sup>rd</sup> using service contract authority under DPW. Due to late changes in secured funding and last minute negotiations with Triada, this emergency procurement is essential so that Triada may continue as the employer of record and so that there is no interruption in payroll for the trainees.



We would ask for approval for an emergency procurement so that work may continue. Additionally, we ask that this requisition be put forward for Common Council approval at the next available Finance and Personnel Committee hearing, which is scheduled for February 26<sup>th</sup>.

Sincerely,

A handwritten signature in black ink, appearing to read "Preston D. Cole". The signature is fluid and cursive, with the first name being the most prominent.

Preston D. Cole  
Director of Operations

PDC:PK:ejg

CC: Ghassan Korban  
Dan Thomas  
David Sivyer  
Paul Klajbor  
Kim Kujoth  
File

**DOA-Business Operations Division – Procurement Services Section**

**Waiver of Finance & Personnel Committee Approval**

**For Single / Sole Source Contract**

**Contract #E9834**

**Background:**

<b>User Department:</b>	DPW – Parking
<b>Purchasing Agent:</b>	Tykesha J. White
<b>Contract Description:</b>	Vendor Service Contract for Software Maintenance and Support <i>(Parking structure control equipment)</i>
<b>Vendor Name and Location:</b>	Amano McGann (Milwaukee, WI)
<b>Contract Term:</b>	1/1/2010 - 12/31/2010 with the option to extend for four (4) additional one (1)- year periods
<b>Requisition # and Date Received:</b>	13034, 2/4/2014
<b>Original Contract Amount:</b>	\$196,598.58
<b>Current Contract Amount:</b>	\$848,902.09

**History of Contract Amendments:**

Date	Item	Term	Cost
1/12/10	Original Contract E9834 - Vendor Service Contract for Software Maintenance and Support	1/1/2010 - 12/31/2010 with the option to extend for four (4) additional one (1)- year periods	\$196,598.58
12/22/10	Amendment #1 - Extended contract one (1) year from 1/1/2011 through 12/31/2011 and increased the estimated contract total by \$206,000 from \$196,598.58 to \$402,598.58.	1/1/11 – 12/31/11	\$206,000.00
10/31/11	Amendment #2 - Extended contract one (1) year from 1/1/2012 through 12/31/2012 and increased the estimated contract total by \$217,500 from \$402,598.58 to \$620,098.58.	1/1/12 – 12/31/12	\$217,500.00
3/19/2012	3/19/2012 – The estimated total value of this contract was increased by \$428.51 from \$620,098.58 to \$620,527.09. Additional funds were needed to cover invoiced amount for 2012.		\$428.51
12/4/12	Amendment #3 - Extended contract one (1) year from 1/1/2013 through 12/31/2013 and increased the estimated contract total by \$228,375 from \$620,527.09 to \$848,902.09.	1/1/13 – 12/31/13	\$228,375.00
<b>Pending Request</b>	<b>Amendment #4 – Extend the contract one (1) year from 1/1/2014 through 12/31/2014, exercising the 4<sup>th</sup> and final option to extend and increase the estimated contract total by \$217,500 from \$848,902.09 to \$1,066,402.09.</b>	<b>1/1/14 – 12/31/14</b>	<b>\$217,500.00</b>
<b>Total (including the pending amendment)</b>			<b>\$1,066,402.09</b>

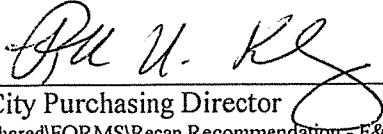
**Purpose of Amendment:**

This represents the fourth (4th) amendment request by the Department of Public Works – Parking to the original contract amount of \$196,598.58. This amendment extends the term of the contract for one (1) year from 1/1/2014 through 12/31/2014, exercising the fourth (4<sup>th</sup>) and final option to extend and increases the estimated total value of the contract by \$217,500.00 from \$848,902.09 to \$1,066,402.09.

**Justification for Waiver:**

The parking structure control equipment is proprietary and the maintenance and support can only be provided by Amano McGann, Inc.

For this reason, Finance and Personnel Committee approval is waived.

  
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 City Purchasing Director

2-18-2014  
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 Date