

AMENDMENT TO CONTRACT

This Amendment to Contract (this "Amendment") is dated as of the 11 day of December 2015, by and between Milwaukee County, a municipal body corporate ("County"), and Always Towing & Recovery, Inc. ("Contractor"). Together these named entities constitute the parties ("Parties") to this Amendment.

WITNESSETH:

WHEREAS, County and Contractor are Parties to that certain Contract for Towing Services dated April 1, 2011 (the "Contract"), pursuant to which Contractor provides freeway towing services to the County; and

WHEREAS, the Parties desire to amend and extend the Contract as more particularly set forth herein.

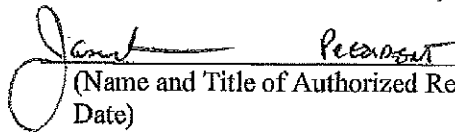
NOW THEREFORE, in consideration of the terms and provisions contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties hereto, it is agreed as follows:

PROVISIONS:

- TERM.** Section 2 Contract Term is amended to read.
"The term of this Contract shall be from April 1, 2011 through ~~March 31, 2016~~ July 31, 2016."
- CONFLICT.** In the event of any conflict between the terms and provisions of this Amendment and the terms and provisions of the Contract, the terms and provisions of this Amendment shall govern, control and prevail.

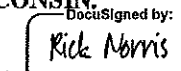
IN WITNESS WHEREOF, the Parties have executed this Amendment as of the date first set forth above.

ALWAYS TOWING & RECOVERY, INC.

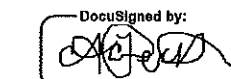


(Name and Title of Authorized Representative & Date)

**FOR MILWAUKEE COUNTY
WISCONSIN.**

DocuSigned by:
 12/16/2015

Community Bus. Dev. Partners Date

DocuSigned by:
 12/17/2015

Risk Management Date

Approved as to Execution

DocuSigned by:
Mark A Grady 12/21/2015
2BEB... Corporation Counsel Date

Pursuant to 59.255(2)(3) Wisconsin Statutes

DocuSigned by:
[Signature] 12/23/2015
673548... Corporation Counsel Date

Director, Department of Transportation

DocuSigned by:
Brian Dranzik 12/23/2015
DC80BD388A73433... Date

Pursuant to 59.17(2)(b)(4) Wisconsin Statutes

DocuSigned by:
[Signature] 12/23/2015
2E5F0B33A2CC443... County Executive Date

Pursuant to 59.42(2)(b)(5) Wisconsin Statutes

Corporation Counsel Date

CONTRACT FORM 1684 R4 (Refer to ADMINISTRATIVE MANUAL Section 1.13, for procedures)

Mail to: Preliminary: Office of the Comptroller, Contract Signatures, Room 301 Courthouse Final: Office of the Comptroller, Accounts Payable, Room 301 Courthouse Community Business Development Partners, 8th Floor City Campus	CONTRACT TYPE Professional Service - Operating Professional Service - Capital Purchase of Service Preliminary <input checked="" type="checkbox"/> Final
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DEPARTMENT NAME	AGENCY NO.	DEPARTMENT (HIGH) ORG
MCDOT - Director's Office	580	5801

VENDOR INFORMATION

VENDOR NO.	ORDER TYPE	NEW or	AMEND	CONTRACT NO.
			X	

NAME OF VENDOR	ADDRESS
Always Towing & Recovery, N&S Towing, Ray's Towing	Multiple freeway towing vendors

TAX I.D. NO.	EFFECTIVE DATES: begin date end date	LENGTH OF CONTRACT (IN MONTHS)	AMENDMENT ONLY: DOLLAR CHANGE	TOTAL CONTRACT AMOUNT
	04/01/16 07/31/16	4	Est \$80,000 revenue	

ACCOUNTING INFORMATION

Year to be Expended	Line No	Fund	Agency	Org Unit	Activity	Function	Object	Job Number	Report Cat	Units	Amount to be Expended/ Amendment
2016		0001	580	5801			4963				\$ 80,000.00

PURPOSE OF CONTRACT

This is an amendment to extend the term of the current contracts with the freeway towing vendors (Always Towing & Recovery, N&S Towing, and Ray's Towing) from March 31, 2016 through July 31, 2016. There are no expenditures associated with these contracts as they are revenue contracts. The Department of Transportation Director's Office receives approximately \$240,000 a year for administering the towing program (\$240,000 / 12 months * 4 month extension = \$80,000 of revenue over the extension period). There is no budgetary fiscal impact as this revenue is included as part of the 2016 Operating Budget for Org 5801. NOTE: Vendor numbers are not listed as the monthly revenue is drawn directly from the towing vendor accounts by ACH debit.

Was County Board approval received prior to contract execution or contract amendment or extension?

If YES, give County Board File No. _____ Date Approved _____

If NO, why is County Board approval not required? Approval pending Jan 2016 Board cycle

Was Contract fully executed prior to work being performed (all signatures received)? YES NO

Is Vendor a certified professional service DBE? YES NO

Prepared By Judy Pingel Date 12/14/15 Title Sr. Executive Assistant - MCDOT

Signature of County Administrator *James H. ...* Date 12/14/15 Title Director of Administration - MCDOT

MILWAUKEE COUNTY FREEWAY TOWING VENDOR
ALWAYS TOWING & RECOVERY, INC.

FREEWAY TOWING SECTOR III
VEHICLE CLASS I

CONTRACT
FOR
TOWING SERVICES

This Contract between Milwaukee County, a Wisconsin municipal body corporate (hereinafter called "County") and Always Towing & Recovery, Inc. (hereinafter called "Contractor") is entered into on April 1, 2011.

1. SCOPE OF SERVICES

Contractor shall specifically perform all of the tasks as outlined in the performance criteria, which is listed in Section 5 of this Contract. Towing companies are permitted to tow vehicles from the freeway as a matter of privilege, not a right. Regardless of any contractual language to the contrary, the Sheriff's Office is granted full discretion in towing matters by s. 349.13, stats., and may always assign tows in any manner deemed most reasonable under the circumstances.

2. CONTRACT TERM

The term of this Contract shall be from April 1, 2011 through March 31, 2016.

3. COMPENSATION

The charges imposed by contractors for the towing, removal and storage of vehicles taken from the freeway at the direction of the Sheriff's Office shall not exceed the amounts determined by the Milwaukee County Board, which are attached hereto as Exhibit I and incorporated herein by reference. The operator or owner shall pay such charges imposed by the towing contractor. Neither Milwaukee County nor the Milwaukee County Sheriff's Office shall be responsible for the payment of any charges or costs of any kind which may result from the provision of towing services, whether incurred by the driver or owner of a towed vehicle or by the towing service.

4. QUALIFICATIONS OF CONTRACTOR

Without limitation for the term of this Contract, the Director of Transportation and Public Works may require, or demand to review, any of the following data from the towing Contractor: driver safety records; equipment maintenance records; company references and towing history; availability of appropriate towing equipment and storage facilities; agreements for mandatory random driver drug testing and access to testing records;

Contractor traffic records; public relations history; and any other criteria the Director deems to be consistent with the provision of safe, prompt, courteous and professional towing services.

5. PERFORMANCE CRITERIA

- 5.1 The Contractor shall maintain its eligibility on the pre-qualified list of Milwaukee County towing contractors. Failure to maintain eligibility is just cause to terminate this Contract.
- 5.2 The Contractor shall respond to calls for towing services from the Sheriff's Office within 25 minutes.
- 5.3 The Contractor shall have and maintain the required insurance.
- 5.4 The Contractor shall have qualified personnel available twenty-four hours a day, seven days a week.
- 5.5 The Contractor shall provide a daily log, monthly invoice copies and fees due to the Department of Transportation and Public Works by the fifteenth of every month.
- 5.6 The Contractor shall serve and address the public and Sheriff's Office personnel in a professional and courteous manner.
- 5.7 The Contractor, Weight Class I, shall store towed vehicles outside unless inside storage is specifically requested by the Sheriff's representative or the vehicle owner. In Weight Class 2 and Weight Class 3, the Contractor shall store towed vehicles outside unless inside storage is specifically requested by the Sheriff's representative. The Contractor shall log the date and time vehicle enters and leaves the yard. The Contractor shall keep a complete record of each vehicle he handles for the County, subject to inspection by a duly authorized representative of the Sheriff's Office, the vehicle owner or his representative.
- 5.8 Any personal property in a vehicle under the control of a Contractor shall be released to the vehicle owner or designee immediately upon request, without reservation or charge, during regular business hours, or after hours when arrangements are made. The release of the personal property is controlled by Section 349.13(5)(b) of the Wisconsin Statutes. Vehicle owner or designee shall be permitted personal access to the vehicle to obtain personal property or documents. To facilitate this recovery, the Contractor shall promptly permit access to the vehicle in the yard or building, or promptly move the vehicle to a space where the recovery may safely take place. All personal property clearly visible shall be noted on the tow ticket at time of tow.
- 5.9 All tow trucks shall be equipped with a communication system capable at all times of contact with driver's operating base. During the term of the Contract, all drivers.

shall have valid driver's licenses in accordance with State Statutes. Every six months, the Contractor shall confirm in writing to the County the names of all employees engaged in performing work under this Contract and certify that each such employee possesses an appropriate current driver's license.

- 5.10 Appearance, including signage and condition of the storage facilities, must be satisfactorily maintained during the term of the Contract(s). Storage facilities at a minimum shall include availability of a telephone and toilet facilities for customers.
- 5.11 The storage facilities for the light and heavy duty vehicles shall be located within Milwaukee County with easy freeway access as to be convenient for providing the safe and prompt service required by these specifications, in addition to meeting appropriate health and zoning code ordinances.
- 5.12 Stored vehicles shall be protected in a fenced in and locked yard with ample lighting and appropriate security measures for vehicle safety.
- 5.13 Upon request of the towed vehicle owner, insurance company, authorized salvage buyer or the Sheriff's Office, the Contractor shall, at no charge, promptly move the vehicles to a space where an inspection may be made or pictures can be taken of the vehicle.
- 5.14 If the towed vehicle owner of any motor vehicle on the premises of the Contractor, by virtue of this Contract, requests an estimate or appraisal as to costs or repairs, this estimate or appraisal shall not be shown on the County invoice supplied for use for this Contract. Repairs shall not be made without the written consent and approval of the towed vehicle owner.
- 5.15 The towed vehicle owner or his representative shall have the right of removing his/her vehicle from the custody of the County towing Contractor (unless contrary to the Sheriff's orders) by paying towing and storage charges to Contractor in accordance with the schedule established by this proposal, subject to the provisions of Section 779.415, State Statutes, concerning liens on motor vehicles for towing and storage.
- 5.16 An attendant required to promptly provide service shall be in attendance at the place of storage at a minimum of from 8:00 a.m. to 5:00 p.m. Monday through Friday and from 9:00 a.m. to 5:00 p.m. on Saturday, exclusive of major holidays.
- 5.17 In addition to the storage accessibility hours stated above, the Contractor shall make its storage area accessible to the public, at no additional charge, for the release of vehicles or personal property when so requested by the Sheriff, on one hour's notice, regardless of the day of week or time of day.
- 5.18 No vehicle may be released, inspected or property removed from it contrary to directions from a Sheriff's representative.

5.19 The Contractor may proceed with the sale of vehicle under the provisions of Section 779.415 of the Wisconsin Statutes. The Contractor shall notify the Sheriff and any lien holders and, if available, the vehicle owner and shall follow statutory notice requirements. Should a deficit occur after such proceeding, such deficit shall **not** be paid by Milwaukee County.

5.20 Report of stolen or abandoned motor vehicles is required under Section 342.31(2) of the Wisconsin Statutes for vehicles stored as a result of this Contract. A copy of such report shall be submitted to the Sheriff.

5.21 Milwaukee County Freeway Towing will once per month, per sector contractor(s) obtain current names and addresses of vehicle owners on file with the Wisconsin Department of Transportation for those vehicles abandoned at time of tow. This service will enable Contractors to facilitate notice to vehicle owners of impending sale of vehicle in a cost saving and timely manner.

Nothing contained herein shall limit in any way the right of the County to terminate a Contractor, with or without cause, as provided elsewhere in these documents.

6. AUDIT AND INSPECTION OF RECORDS

Contractor shall permit the authorized representatives of County, after reasonable notice, to inspect and audit all data and records of Contractor related to carrying out this Contract for a period up to three years after completion of the Contract. The prime Contractor must obtain prior written Milwaukee County approval for all subcontracts and/or associates to be used in performing its contractual obligations. There must be a written contractual agreement between the prime Contractor and its County-approved subcontractor and/or associates which binds the subcontractor to the same audit contract terms and conditions as the prime Contractor.

7. AFFIRMATIVE ACTION

The Contractor assures that it will undertake an Affirmative Action program as required by 14 CFR Part 152, Subpart E, to insure that no person shall on the grounds of race, creed, color, national origin, or sex be excluded from participating in any employment activities covered in 14 CFR Part 152, Subpart E. The Contractor assures that no person shall be excluded on these grounds from participating in or receiving the services or benefits of any program or activity covered by this subpart. The Contractor assures that it will require that its covered sub-organizations provide assurances to the Contractor that they similarly will undertake Affirmative Action programs and that they will require assurances from their sub-organizations, as recreate by 14 CFR Part 152, Subpart E, to the same effect.

8. NON-DISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION PROGRAMS

In the performance of work under this Contract, Contractor shall not discriminate against any employee or applicant for employment because of race, color, national origin, age, sex or handicap, which shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeships. Contractor will post in conspicuous places, available for employees and applicants for employment, notices to be provided by County setting forth the provisions of the non-discriminatory clause.

Contractor agrees to strive to implement the principles of equal employment opportunity through an effective Affirmative Action program, and has so indicated on the certificate attached hereto as Exhibit A and made a part of this Contract. The program shall have as its objective to increase the utilization of women, minorities and handicapped persons, and other protected groups, at all levels of employment, in all divisions of Contractor's workforce, where these groups may have been previously under-utilized and under-represented. Contractor also agrees that in the event of any dispute as to compliance with the aforesaid requirements, it shall be its responsibility to show that it has met all such requirements

When a violation of the non-discrimination, equal opportunity or Affirmative Action provisions of this section has been determined by County, Contractor shall immediately be informed of the violation and directed to take all action necessary to halt the violation, as well as such action as may be necessary to correct, if possible, any injustice to any person adversely affected by the violation and immediately take steps to prevent further violations.

If, after notice of a violation to Contractor, further violations of this section are committed during the term of the Contract, County may terminate the Contract without liability for the uncompleted portion or any materials or services purchased or paid for by the Contractor for use in completing the Contract, or it may permit Contractor to complete the Contract; but, in either event, Contractor shall be ineligible to bid on any future contracts let by County.

9. INDEMNITY

The Contractor agrees, to the fullest extent permitted by law, to indemnify, defend and hold harmless the County and its agents, officers and employees from and against all loss or expense, including costs and attorney's fees by reason of liability for damages including suits at law or in equity, caused by any wrongful, intentional or negligent act or omission of the Contractor or its (their) agents which may arise out of or are connected with the activities covered by this Agreement.

10. **INSURANCE**

Contractor understands and agrees that financial responsibility for claims or damages to any person or to Contractor's employees and agents shall rest with the Contractor. Contractor may effect and maintain any insurance coverage, including, but not limited to, Worker's Compensation, Employers' Liability and General, Contractual, Professional and Automobile Liability, to support such financial obligations. The indemnification obligation, however, shall not be reduced in any way by existence or non-existence, limitation, amount or type of damages, compensation or benefits payable under Worker's Compensation laws or other insurance provisions.

Evidence of Worker's Compensation and General and Automobile Liability insurance shall be given the County by a certificate naming the County as an additional insured on general and automobile coverage and affording a thirty (30) day written notice of cancellation, non-renewal, or known material change for the duration of this Contract.

The Contractor shall purchase and maintain policies of insurance and proof of financial responsibility to cover costs as may arise from claims of tort, statutes, and benefits under Worker's Compensation laws, as respects damage to persons or property and third parties in such coverage and amounts as required and approved by the County Director of Risk Management and Insurance. Acceptable proof of such coverage shall be furnished to the Director of Risk Management and Insurance prior to services commenced under this Agreement.

The Contractor shall provide evidence of the following coverage and minimum amounts.

Type of Coverage	Minimum Limits
Wisconsin Worker's Compensation	Statutory
Employers Liability	\$100,000/\$500,000/\$100,000
Commercial or Comprehensive General Liability	
General Aggregate	\$1,000,000 Per Occurrence
Bodily Injury & Property Damage	\$1,000,000 Aggregate
Personal Injury	\$1,000,000 Per Person
Contractual Liability	\$1,000,000 Per Occurrence
Fire Legal Liability	\$1,000,000 Per Occurrence
Automobile Liability	
Bodily Injury & Property Damage	\$1,000,000 Per Accident
All Autos - Owned, Non-Owned and/or Hired	
Uninsured Motorists	Per Wisconsin Requirements
Garage Keeper's Legal Liability	\$1,000,000

MILWAUKEE COUNTY, AS ITS INTERESTS MAY APPEAR, SHALL BE NAMED AS AN ADDITIONAL INSURED FOR GENERAL, AUTOMOBILE, GARAGE KEEPERS LEGAL AND ENVIRONMENTAL IMPAIRMENT LIABILITY, AS RESPECTS THE SERVICES PROVIDED IN THIS AGREEMENT. DISCLOSURE MUST BE MADE OF ANY NON-STANDARD OR RESTRICTIVE ADDITIONAL INSURED ENDORSEMENT, AND ANY USE OF NON-STANDARD OR RESTRICTIVE ADDITIONAL INSURED ENDORSEMENT WILL NOT BE ACCEPTABLE. A THIRTY (30) DAY WRITTEN NOTICE OF CANCELLATION, NON-RENEWAL, OR MATERIAL CHANGE SHALL BE AFFORDED TO THE COUNTY.

The insurance specified above shall be placed with an "A" rated carrier per Best's Rating Guide approved to do business in the State of Wisconsin. Any deviations or waiver of required coverage or minimums shall be submitted in writing and approved by the County Director of Risk Management and Insurance as a condition of this Agreement. Waivers may be granted when surplus lines and specialty carriers are used. A Certificate of Insurance shall be submitted for review to the County for each successive period of coverage for the duration of this Agreement.

A.1. Compliance with Governmental Requirements

The Contractor shall evidence satisfactory compliance for Unemployment Compensation and Social Security reporting as required by Federal and State laws.

11. TERMINATION BY COUNTY FOR VIOLATIONS BY CONTRACTOR

If Contractor fails to fulfill its obligations under this Contract in a timely or proper manner, or violates any of its provisions, County shall thereupon have the right to terminate it by giving thirty (30) days written notice of termination of Contract, specifying the alleged violations and effective date of termination.

12. UNRESTRICTED RIGHT OF TERMINATION BY COUNTY OR CONTRACTOR

County or the Contractor further reserves the right to terminate this Contract at any time for any reason by giving thirty (30) days written notice. Notice is deemed delivered upon being deposited in the U.S. mail, postage pre-paid, addressed to the mailing address designated by the Contractor in its Contract, or to the Director's address if sent by the Contractor.

13. INDEPENDENT CONTRACTOR

Nothing contained in this Contract shall constitute or be construed to create a partnership or joint venture between County or its successors or assigns and Contractor or its successors or assigns. In entering into this Contract, and in acting in compliance

herewith, Contractor is at all times acting and performing as an independent contractor, duly authorized to perform the acts required of it hereunder.

14. SUBCONTRACTS

Assignment of any portion of the work by subcontract must have the prior written approval of County.

15. ASSIGNMENT LIMITATION

This Contract shall be binding upon and inure to the benefit of the parties and their successors and assigns, provided, however, that neither party shall assign its obligations hereunder without the prior written consent of the other.

16. PROHIBITED PRACTICES

A. Contractor, during the period of this Agreement, shall not hire, retain or utilize for compensation any member, officer or employee of County, or any person who, to the knowledge of Contractor, has a conflict of interest.

B. Contractor hereby attests that it is familiar with Milwaukee County's Code of Ethics which states, in part, "No person may offer to give to any County officer or employee or his immediate family, and no County officer or employee or his immediate family, may solicit or receive anything of value pursuant to an understanding that such officer's or employee's vote, official actions or judgment would be influenced thereby."

17. NOTICES

Notice is deemed delivered upon being deposited in the U.S. mail, postage pre-paid, addressed to the mailing address designated by the Contractor in its Contract, or to the Director's address if sent by the Contractor.

18. INVOICES RECORDING TOWING SERVICES RENDERED; FEES

The Director shall be responsible for Contract administration, in consultation with the Sheriff's Office. Towing vendors shall submit invoices to the Director, with such frequency as determined by the Director, on forms developed for that purpose by the Director. The invoices shall disclose all towing services rendered on each tow and the itemized charges therefor, which shall not exceed the rates established by the County Board. The Director may assess invoice filing fees sufficient to cover the costs for administering the towing program, pre-certification of vendors, the processing of invoices, and record-keeping, including maintaining of a computer database of all contractual towing services rendered under such contracts.

19. MISCELLANEOUS

This Agreement shall be interpreted and enforced under the laws and jurisdiction of the State of Wisconsin. This Agreement constitutes the entire understanding between the parties and is not subject to amendment unless agreed upon in writing by both parties hereto. Contractor acknowledges and agrees that it will perform its obligations hereunder in compliance with all applicable state, local or federal laws, rules, regulations and orders.

20. AUTHORIZATION

The County has executed this Contract to establish rules for freeway towing, to include pre-qualification, contract performance criteria and uniform contract language in accordance with Section 23 of the Milwaukee County Traffic Laws.

IN WITNESS WHEREOF, the parties hereto have executed this Contract on the day, month and year first above written.

WITNESS:

MILWAUKEE COUNTY:

By: _____ Date

By: Jack Takerian 4/6/11
Jack Takerian, Director Date
Transportation & Public Works

WITNESS:

CONTRACTOR:

ALWAYS TOWING & RECOVERY, INC.

By: Janet Balotiere
Janet Balotiere Date

By: Janet Penowski 4-1-11
Janet Penowski (President) Date

Approved as to appropriate use of a service contract, form and independent contractor status by Corporation Counsel.

Reviewed by County Risk Management

By: [Signature] 4/6/11
[Signature] Date

By: [Signature] 4-6-11
[Signature] Date

(O:\WPDOC\DIROR\JOANNE\TOWING\DCS\Contract2009-2011.AlwaysIII.doc)

**COUNTY BOARD
APPROVED RATES
Through March 2016**

Light Duty Towing (up to 10,000 lbs.)

Item #1 - Towing, Flat Rate to Storage Facility (to include the first 5 miles to another location)	<u>\$100.00</u>
- Preparation to tow Specialty Vehicle (when applicable) Flat Rate (vehicle altered from manufacturer's original specifications)	<u>\$25.00</u>
Item #2 -- Tow up to 20 additional miles (per mile)	<u>\$2.50</u>
Item #3 - Roadside Service	<u>\$30.00</u>
Item #4 - Outside Storage (per day after the first 12 hours)	<u>\$20.00</u>
Item #5 - Inside Storage (per day after the first 12 hours) (With a CAP of 21 days)	<u>\$25.00</u>
Item #6 - Winching (first 15 minutes)	<u>\$15.00</u>
Item #7 - Winching (per hour after the first 15 minutes)	<u>\$60.00</u>
Item #9 - Extra Truck (first 15 minutes)	<u>\$35.00</u>
Item #10 - Extra Truck (per hour after first 15 minutes)	<u>\$50.00</u>
Item #11 -- Flat Bed (Flat Rate)	<u>\$20.00 + \$2.50/mile</u>

COUNTY OF MILWAUKEE
INTER-OFFICE COMMUNICATION

DATE: December 9, 2015
TO: Supervisor Theodore Lipscomb, Sr., Chair, County Board of Supervisors
FROM: Brian Draznik, Director, Department of Transportation
SUBJECT: Authorization for the Milwaukee County Department of Transportation Director's Office (MCDOT) to Amend Contracts with the Freeway Towing Providers Extending the Current Contracts from March 31, 2016 until July 31, 2016

POLICY

Per Wisconsin Statute 59.52(31) approval of the County Board is required to amend a revenue contract when amendment will result in an aggregate contract value of greater than \$300,000

BACKGROUND

Removal of vehicular hazards to freeway travel is at the sole discretion of the Milwaukee County Sheriff's Office pursuant to the authority granted in Wisconsin Statutes 349.13(4) and the Milwaukee County Code of Ordinances – Appendix C Traffic Laws.

The freeway towing program is administered on behalf of the Sheriff's Office, by ordinance, through the Milwaukee County Department of Transportation Director's Office (MCDOT). Freeway towing is currently divided into five geographic sectors covering Milwaukee County. MCDOT currently holds six contracts with three vendors that provide freeway towing services according to weight classes within each individual geographic sector (refer to attached map).

Vehicle Class I

Sector I	Always Towing & Recovery
Sector II	N&S Towing
Sector III	Always Towing & Recovery
Sector IV	N&S Towing
Sector V	Ray's Towing

Vehicle Class II & III

Sector I, II, III, IV, V	Ray's Towing
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The term of the current freeway towing contracts covers the period from April 1, 2011 through March 31, 2016. MCDOT requests authorization to extend the term of the current freeway towing contracts from March 31, 2016 through July 31, 2016. All other terms and conditions of the current freeway towing contracts remain the same.

The requested extension will allow MCDOT sufficient time to competitively solicit towing services through a Request for Proposal (RFP) process. The proposed contracts to be awarded as an outcome of the RFP process will then be brought forward for County Board approval prior to an expected implementation date of August 1, 2016.

FISCAL EFFECT

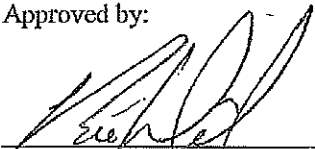
Approval to amend the current freeway towing contracts from March 31, 2016 through July 31, 2016 has no fiscal impact as annual towing revenue of \$240,000 is already included in the 2016 operating budget for MCDOT.

RECOMMENDATION

The Director of the Milwaukee County Department of Transportation requests authorization to amend the contracts with the freeway towing providers extending the current contracts from March 31, 2016 through July 31, 2016.

Prepared by: James H. Martin, Director of Administration, MCDOT

Approved by:



Brian Dranzik, Director
Department of Transportation

cc: Chris Abele, County Executive
Raisa Koltun, Chief of Staff, Office of the County Executive
Kelly Bablitch, Chief of Staff, County Board of Supervisors
Daniel Hughes, Captain, Police Services Bureau – Patrol Division, Office of the Sheriff

1 (Item) From the Director, Department of Transportation, requesting authorization to
2 amend the contracts with the freeway towing providers extending the current contracts
3 from March 31, 2016 through July 31, 2016;

4
5 **A RESOLUTION**
6

7
8 WHEREAS, per Wisconsin Statute 59.52(31) approval of the County Board is
9 required to amend a revenue contract when amendment will result in an aggregate contract
10 value of greater than \$300,000; and,
11

12 WHEREAS, removal of vehicular hazards to freeway travel is at the sole discretion of
13 the Milwaukee County Sheriff's Office pursuant to the authority granted in Wisconsin
14 Statutes 349.13(4) and the Milwaukee County Code of Ordinances – Appendix C Traffic
15 Laws; and,
16

17 WHEREAS, the freeway towing program is administered on behalf of the Sheriff's
18 Office, by ordinance, through the Milwaukee County Department of Transportation
19 Director's Office (MCDOT); and,
20

21 WHEREAS, freeway towing is currently divided into five geographic sectors covering
22 Milwaukee County and MCDOT currently holds six contracts with three vendors that
23 provide freeway towing services according to weight classes within each individual
24 geographic sector as follows
25

26 Vehicle Class I

27	Sector I	Always Towing & Recovery
28	Sector II	N&S Towing
29	Sector III	Always Towing & Recovery
30	Sector IV	N&S Towing
31	Sector V	Ray's Towing

32
33 Vehicle Class II & III

34	Sector I, II, III, IV, V	Ray's Towing
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35 ; and,
36

37 WHEREAS, the term of the current freeway towing contracts covers the period from
38 April 1, 2011 through March 31, 2016 and MCDOT requests authorization to extend the
39 term of the term of the current freeway towing contracts from March 31, 2016 through July
40 31, 2016 where all other terms and conditions of the current freeway towing contracts
41 remain the same; and,
42

43 WHEREAS, the requested extension will allow MCDOT sufficient time to
44 competitively solicit towing services through a Request for Proposal (RFP) process and the
45 proposed contracts to be awarded as an outcome of the RFP process will then be brought

46 forward for County Board approval prior to an expected implementation date of August 1,
47 2016; and,

48
49 WHEREAS, approval to amend the current freeway towing contracts from March 31,
50 2016 through July 31, 2016 has no fiscal impact as annual towing revenue of \$240,000 is
51 already included in the 2016 operating budget for MCDOT; now therefore,

52
53 BE IT RESOLVED, the Director of the Milwaukee County Department of
54 Transportation is authorized to amend the contracts with the freeway towing providers
55 extending the current contracts from March 31, 2016 through July 31, 2016.

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: December 9, 2015

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Authorization for the Milwaukee County Department of Transportation Director's Office (MCDOT) to Amend Contracts with the Freeway Towing Providers Extending the Current Contracts from March 31, 2016 until July 31, 2016

FISCAL EFFECT:

- No Direct County Fiscal Impact
- Existing Staff Time Required
- Increase Operating Expenditures
(If checked, check one of two boxes below)
 - Absorbed Within Agency's Budget
 - Not Absorbed Within Agency's Budget
- Decrease Operating Expenditures
- Increase Operating Revenues
- Decrease Operating Revenues
- Increase Capital Expenditures
- Decrease Capital Expenditures
- Increase Capital Revenues
- Decrease Capital Revenues
- Use of Contingent Funds

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	0	0
	Revenue	0	0
	Net Cost	0	0
Capital Improvement Budget	Expenditure	0	0
	Revenue	0	0
	Net Cost	0	0

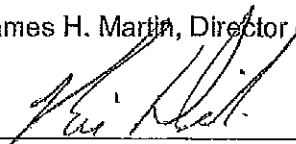
DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated. ¹ If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.
 - A. The action being requested will result in extending six contracts with three vendors for freeway towing services from March 31, 2016 through July 31, 2016.
 - B. There are no direct cost impacts associated with approval of the amendment to extend the current revenue contracts for freeway towing. Only the length of the contract period is extended while all other terms and conditions remain the same.
 - C. The proposed action will not result in a 2016 budgetary impact as the annual expected towing revenue of \$240,000 is already included in the 2016 operating budget for MCDOT.
 - D. N/A

Department/Prepared by: James H. Martin, Director of Administration, MCDOT

Authorized Signature



Did DAS-Fiscal Staff Review? Yes No

Did CBDP Review?² Yes No Not Required

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

² Community Business Development Partners' review is required on all professional service and public work construction contracts.

CONTRACT FORM 1684 R4 (Refer to ADMINISTRATIVE MANUAL Section 1.13, for procedures)

Mail to:
 Preliminary: Office of the Comptroller, Contract Signatures, Room 301 Courthouse
 Final: Office of the Comptroller, Accounts Payable, Room 301 Courthouse
 Community Business Development Partners, 8th Floor City Campus

CONTRACT TYPE	
Professional Service - Operating	
Professional Service - Capital	
Purchase of Service	
Preliminary	<input checked="" type="checkbox"/>
Final	
AGENCY NO.	DEPARTMENT (HIGH) ORG
580	5801

DEPARTMENT NAME

MCDOT - Director's Office

VENDOR INFORMATION

VENDOR NO.	ORDER TYPE	NEW or	AMEND	CONTRACT NO.
			<input checked="" type="checkbox"/>	

NAME OF VENDOR	ADDRESS
Always Towing & Recovery, N&S Towing, Ray's Towing	Multiple freeway towing vendors

TAX I.D. NO.	EFFECTIVE DATES: begin date end date	LENGTH OF CONTRACT (IN MONTHS)	AMENDMENT ONLY: DOLLAR CHANGE	TOTAL CONTRACT AMOUNT
	04/01/16 07/31/16	4	Est \$80,000 revenue	

ACCOUNTING INFORMATION

Year to be Expended	Line No	Fund	Agency	Org Unit	Activity	Function	Object	Job Number	Report Cat	Units	Amount to be Expended/ Amendment
2016		0001	580	5801			4963				\$ 80,000.00

PURPOSE OF CONTRACT

This is an amendment to extend the term of the current contracts with the freeway towing vendors (Always Towing & Recovery, N&S Towing, and Ray's Towing) from March 31, 2016 through July 31, 2016. There are no expenditures associated with these contracts as they are revenue contracts. The Department of Transportation Director's Office receives approximately \$240,000 a year for administering the towing program (\$240,000 / 12 months * 4 month extension = \$80,000 of revenue over the extension period). There is no budgetary fiscal impact as this revenue is included as part of the 2016 Operating Budget for Org 5801. NOTE: Vendor numbers are not listed as the monthly revenue is drawn directly from the towing vendor accounts by ACH debit.

Was County Board approval received prior to contract execution or contract amendment or extension?

If YES, give County Board File No. _____ Date Approved _____

If NO, why is County Board approval not required? Approval pending Jan 2016 Board cycle

Was Contract fully executed prior to work being performed (all signatures received)?

YES NO

Is Vendor a certified professional service DBE?

YES NO

Judy Pingel 12/14/15

Prepared By Date

 12/14/15

Signature of County Administrator Date

Sr. Executive Assistant - MCDOT

Title

Director of Administration - MCDOT

Title

Certificate Of Completion

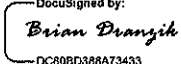
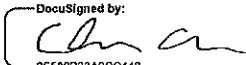
Envelope Id: E00B970ADAD741408637AD03F6478D98	Status: Sent
Subject: Please DocuSign: Towing Contract Class One-Sector 3.pdf	
Source Envelope:	
Document Pages: 20	Signatures: 7
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Judith Pingel
Time Zone: (UTC-06:00) Central Time (US & Canada)	901 N 9th St
	Ste 301
	Milwaukee, WI 53233
	judith.pingel@milwaukeecountywi.gov
	IP Address: 204.194.251.5

Record Tracking

Status: Original	Holder: Judith Pingel	Location: DocuSign
12/16/2015 10:55:46 AM	judith.pingel@milwaukeecountywi.gov	

Signer Events

Signer Events	Signature	Timestamp
<p>Rick Norris rick.norris@milwaukeecountywi.gov CBDP Director Milwaukee County Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered ID:</p>	<p>DocuSigned by: <i>Rick Norris</i> AD4C84D4023E450...</p> <p>Using IP Address: 204.194.251.5</p>	<p>Sent: 12/16/2015 11:00:35 AM Viewed: 12/16/2015 11:23:08 AM Signed: 12/16/2015 11:23:16 AM</p>
<p>Amy Pechacek amy.pechacek@milwaukeecountywi.gov Director of Risk Management Milwaukee County Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 2/25/2014 12:36:39 PM ID: 55fe780a-2930-46fa-8578-dc7e4fbad47c</p>	<p>DocuSigned by: <i>Amy Pechacek</i> E454E4CA2D21452...</p> <p>Using IP Address: 204.194.251.5</p>	<p>Sent: 12/16/2015 11:23:18 AM Viewed: 12/17/2015 12:23:41 PM Signed: 12/17/2015 12:23:49 PM</p>
<p>Mark A Grady corp counselsignature@milwcnty.com Deputy Corporation Counsel Milwaukee County Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered ID:</p>	<p>DocuSigned by: <i>Mark A Grady</i> 2BE87A71B2AE4E5...</p> <p>Using IP Address: 204.194.251.3</p>	<p>Sent: 12/17/2015 12:23:50 PM Viewed: 12/21/2015 10:11:50 AM Signed: 12/21/2015 10:12:09 AM</p>
<p>Scott B. Manske comptrollersignature@milwcnty.com Comptroller Milwaukee County Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered ID:</p>	<p>DocuSigned by: <i>Scott B. Manske</i> F7354A95DB0643E...</p> <p>Using IP Address: 204.194.251.5</p>	<p>Sent: 12/21/2015 10:12:11 AM Viewed: 12/23/2015 9:27:16 AM Signed: 12/23/2015 9:28:14 AM</p>

Signer Events	Signature	Timestamp
<p>Brian Dranzik brian.dranzik@milwaukeecountywi.gov Director of Transportation Milwaukee County Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered ID:</p>	<p>DocuSigned by:  DC80BD388A73433...</p> <p>Using IP Address: 204.194.251.5</p>	<p>Sent: 12/23/2015 9:28:16 AM Viewed: 12/23/2015 12:14:08 PM Signed: 12/23/2015 12:14:23 PM</p>
<p>Chris Abele cabele@milwcnty.com County Executive Milwaukee County Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered ID:</p>	<p>DocuSigned by:  2E580B33A2CC443...</p> <p>Using IP Address: 204.194.251.5</p>	<p>Sent: 12/23/2015 12:14:25 PM Viewed: 12/23/2015 3:47:35 PM Signed: 12/23/2015 3:47:46 PM</p>
<p>Corporation Counsel corp counselsignature@milwcnty.com Deputy Corporation Counsel Milwaukee County Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered ID:</p>		<p>Sent: 12/23/2015 3:47:49 PM</p>

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Notary Events		Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	12/23/2015 3:47:49 PM
Electronic Record and Signature Disclosure		

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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

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To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at plee@milwcnty.com and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

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- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to plee@milwcnty.com and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"> • Allow per session cookies • Users accessing the internet behind a Proxy Server must enable HTTP

1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

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- Until or unless I notify Wisconsin Milwaukee County as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Wisconsin Milwaukee County during the course of my relationship with you.