

CONTRACT FORM 1684 R5 (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 <input checked="" type="checkbox"/> X Professional Service - Capital Purchase of Service Preliminary <input type="checkbox"/> Final <input type="checkbox"/>
DEPARTMENT NAME MCSO	AGENCY NO. 400 DEPARTMENT (HIGH) ORG 4000

VENDOR INFORMATION

VENDOR NO. 23193	ORDER TYPE X	NEW or	AMEND	CONTRACT NO. PV 400 TBD
NAME OF VENDOR State Process Service, Inc.		ADDRESS 11430 W. Bluemound Rd., Suite 1 Milwaukee, WI 53226		
TAX I.D. NO. 39-1268730	EFFECTIVE DATES: begin date 03/19/17 end date Open	LENGTH OF CONTRACT (IN MONTHS)	AMENDMENT ONLY: DOLLAR CHANGE	TOTAL CONTRACT AMOUNT \$ 94,850.00

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
2017	01	0001	400	4086			6148			2790	\$ 94,850.00

PURPOSE OF CONTRACT

To provide process service for specified legal papers on a month to month basis until a permanent vendor is awarded a new contract in response to a public Request for Proposal. State Process Service, Inc. held the prior contract for five (5) years since January 1, 2013.

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? Does not exceed \$100,000

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

Is Vendor a certified professional service DBE? YES NO

Howard Felix	04/21/17	Public Safety Business Analyst
Prepared By	Date	Title
	4/21/17	Public Safety Fiscal Administrator
Signature of County Administrator	Date	Title