



DEPARTMENT OF
ADMINISTRATIVE SERVICES
Procurement Division
Procurement@milwaukeecountywi.gov
(414) 223-8100 (Voice), 711 (TRS)

PURCHASING & BIDDING

Exception Request Form

Purpose: It is the purpose of this purchasing procedure to:

- Provide a uniform and systematic method of purchasing goods and services which maximizes the purchasing value of Milwaukee County.
- Ensure fair, and equitable treatment of all persons who transact business with Milwaukee County.
- Provide increased public confidence in Milwaukee County's public procurement process.

Scope: This procedure applies to all County Departments and Divisions and is effective immediately.

Authority: This procedure is issued pursuant to the authority of the Procurement Division under [MCCO §32.22\(1\)](#), and [Wis. Stats. §59.52\(1\)\(a\)](#).

Action: Any County Department or Division requesting an exemption to competitive procurement processes must complete this form. Please remember to attach your supporting documentation. Forms not fully completed or submitted without supporting documentation will be returned without processing.

Please allow for a minimum of three business days for processing of your request.

Exception Reasons:

The following purchases are exempt from the requirement of a competitive procurement processes when documented support and approval is maintained by Procurement:

- Cooperative Purchases.** Purchases made through existing contracts or bids established through a competitive selection process by another local, state, or federal governmental agency. [MCCO §32.31: Cooperative Purchasing.](#)
- Discretionary Purchases.** Purchases under a specific dollar value. Departments may make these purchases at their discretion. [MCCO §32.35\(3\): Discretionary Purchases.](#)
- Exception-to-bid purchases.** Purchases which are exempt from competitive award. Departments must



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provide justification and supporting documentation for any exception request. Justification reasons include:

- 3.1. **One-of-a-kind.** The good or service has no available competitive product alternatives.
- 3.2. **Compatibility.** The good or service must match an existing brand of equipment for compatibility. The requestor must demonstrate the benefit of a single-source award based on quantifiable savings to or qualitative impacts on Milwaukee County.
- 3.3. **Replacement Part.** The good is a replacement part for a specific brand of existing equipment.
- 3.4. **Continuity.** The good or service is needed to maintain continuity of service or operations. The requestor must demonstrate the benefit of a single-source award based on quantifiable savings to or qualitative impacts on Milwaukee County.
- 3.5. **Standards.** The good or service must comply with an established Milwaukee County standard.
- 3.6. **Unique Design.** The good or service must meet physical design or quality requirements.
- 3.7. **Delivery Date.** Only one supplier can meet the necessary delivery requirements. Nothing in this justification allows for a shrinking of the competitive environment due to poor planning. The approval of exception-to-bid requests shall be at the discretion of the Director of Procurement or their designated staff.
- 3.8. **Grant.** Funds are provided through a grant which dictates the use of a specific supplier or product.
- 3.9. **Emergencies.** The purchase is needed on an emergency basis to protect property or preserve life/health/welfare of persons.
4. **Other Purchasing Authority.**
 - 4.1. Zoological Purchases under the authority of the Zoological Director. [MCCO §50.02\(1\)](#), [MCCO §50.041\(1\)](#).
 - 4.2. Purchases of County real estate under the authority of Economic Development. [MCCO §32.96](#).
 - 4.3. Construction or Architectural and Engineering goods or services under the authority of AE&ES / Public Works. [Wis. Stats. §59.52\(29\)](#), [MCCO §43](#), [MCCO §44](#)
 - 4.4. Emergency purchases during a declared federal or state emergency under the authority of the Director of the Office of Emergency Management. [Wis. Stats. §323.15\(4\)](#)



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Basis for Purchasing and Bidding Exception Request:

Select the exception reason(s) that applies to your purchase. You **must** provide supporting documentation to justify your selection. Forms submitted without documentation will be rejected.

- ☐ **Cooperative Purchase.** This purchase is made through a competitive award issued by an agency or organization that permits cooperative purchasing by Milwaukee County. Supporting documentation must identify the purchasing entity or lead entity, the cooperative contract number, and the commodity or service purchased through the contract. If additional authority is required, such as State of WI approval of the cooperative purchase, proof must be provided that the approval was received.
[MCCO §32.31: Cooperative Purchasing.](#)
- ☐ **Discretionary Purchase.** This purchase is under a specific dollar value. Remember: the value of the purchase is taken in the aggregate. Supporting documentation must include a statement from the purchasing division or department indicating a one-time purchase under the threshold. Chaining and contract extensions exceeding these thresholds will be denied. This purchase is:
 - ☐ A purchase of goods or non-professional services of ten thousand dollars (\$10,000) or less. [§32.25\(8\)\(a\)\(1\) & \(2\)](#)
 - ☐ A public works contract under twenty-five thousand dollars (\$25,000). [MCCO §44.01](#)
 - ☐ A purchase of professional services for capital projects of twenty thousand dollars (\$20,000) or less. [MCCO §56.30\(4\)\(a\)\(2\)](#)
 - ☐ A purchase of professional services for non-capital projects of fifty thousand dollars (\$50,000) or less. [MCCO §56.30\(5\)\(a\)](#)
 - ☐ A purchase of professional services over fifty thousand dollars (\$50,000) but less than one hundred thousand dollars (\$100,000). Supporting documentation must explain the benefits and reasoning not to seek proposals. [MCCO §56.30\(5\)\(a\)\(1\).](#)
- ☒ **One-of-a-kind:** There are no available competitive alternative supplier that can provide these goods or services. Supporting documentation **must** identify the specific features which make the goods or services unique and what market research you have done to validate that no other contractors can provide these goods or services. If applicable, documentation from supplier **must** also be submitted with this request. Documentation **must** indicate that the supplier owns the copyright/trademark, and they are the **only** source from which Milwaukee County can receive the services being requisitioned.
[MCCO §32.25\(8\)\(a\)\(1\) & \(2\)](#)



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- ☐ **Continuity.** The goods or services **must** be provided by this supplier for continuity and quantifiable savings or qualitative impacts can be demonstrated. Includes a supplier returning to complete or modify a previously begun project. Supporting documentation **must** identify the supplier's history in the County and demonstrate how savings are achieved and/or what qualitative impacts would occur.
[MCCO §32.25\(8\)\(a\)\(1\) & \(2\)](#)
- ☐ **Standard.** The services provided by this supplier comply with an established Milwaukee County standard. Supporting documentation **must** identify the standard and how use of this supplier complies with the standard.
[MCCO §32.25\(8\)\(c\)](#)
- ☐ **Unique Design:** The services or goods **must** meet quality requirements. Supporting documentation **must** identify the quality requirement and how use of this contractor complies with the requirement.
[MCCO §32.25\(8\)\(b\)](#)
- ☐ **Delivery Date.** The supplier is the **only** supplier that can meet the necessary delivery requirements. May not be used to justify poor planning. Supporting documentation **must** identify the other suppliers consulted.
[MCCO §32.25\(8\)\(c\)](#)
- ☐ **Grant.** The purchase is grant funded and the grant dictates that a particular supplier or product is used. Grants are administered by the Office of Strategy, Budget, and Performance through the Project Management Office ([refer to AMOP Ch. 11 for more information](#)). Complete the following information and provide, at a minimum: Form 11.01 – Grant Intent Form submitted to SPB: Grants; a copy of the grant application, including narratives; and a copy of the grant's notice of award, obligations, and any terms and conditions of the grant.

Grant Name:	
Project Name and #:	
Dollar Value:	
Grantor Name:	
Grantee Name:	
Board Approval File #:	



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- ☐ **Emergency Purchase:** The purchase is needed to respond to an emergency **other than** a disaster or state of emergency declared by the State of Wisconsin or Federal Government. This purchase is:
 - ☐ A purchase of professional services over fifty thousand dollars (\$50,000) needed to preserve property or protect life, health, or welfare of persons. May not be used to justify poor planning. Supporting documentation **must** identify the emergency and **must** be submitted within forty-eight (48) hours of the initial emergency action.
[MCCO §56.30\(5\)\(a\)\(2\)](#)
 - ☐ A purchase of goods or non-professional services needed to preserve property or protect life, health, or welfare of persons. May not be used to justify poor planning. Supporting documentation **must** identify the emergency.
 - ☐ A public works contract to repair or reconstruct public facilities when damage or threatened damage creates an emergency in which the public health or welfare of the County is endangered.
[MCCO §44.01\(b\)](#), [Wis. Stats. §59.52\(29\)\(b\)](#)
- ☐ **Emergency or Disaster Response Exemption.** This purchase is made under the authority of the Director of the Office of Emergency Management during a declared disaster or state of emergency issued by the State of Wisconsin or Federal Government following [Wis. Stats. §323.15\(4\)](#) regarding purchase powers established during an emergency. Supporting documentation must include the disaster or emergency declaration and its effective dates, and this form must be signed by the Director of OEM.
- ☐ **Zoological Exemption.** This purchase is:
 - ☐ A purchase of animals for exhibit. [MCCO §50.02\(1\)](#), [MCCO §50.041\(1\)](#).
 - ☐ A purchase using the Zoo Railroad Fund to operate or maintain the railroad or zoomobiles. [MCCO §50.041\(1\)](#).
 - ☐ A purchase using the Zoo Specimen Fund to benefit or improve the zoo. [MCCO §50.041\(1\)](#).
 - ☐ A purchase using the Zoo Specimen Fund for staff education and development. [MCCO §50.041\(1\)](#).
 - ☐ A purchase using the Conservation and Research Program Fund for conservation, research, green practices, and the overall benefit of the zoo. [MCCO §50.041\(1\)](#).
- ☐ **County Real Estate Exemption.** A purchase of County real estate. [MCCO §32.96](#).



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- ☐ **Public Works Exemption.** This purchase is:
 - ☐ A public works contract pursuant to [Wis. Stats. §59.52\(29\)](#) and following bid or RFP requirements outlined in [MCCO §43](#) and [MCCO §44](#) and administered by DAS – FMD, AE&ES.
 - ☐ A contract for a public works construction project where the director of public works or his/her designee has recommended, and the procurement director or his or her designee has agreed in writing, that the procurement director or his or her designee shall negotiate for the purpose of services, supplies, materials, or equipment needed for such project.



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DEPARTMENT EXCEPTION REQUEST FORM

Supplier Information

Supplier Name:	BCI Entertainment, LLC		INFOR Supplier Number*:	
Contact Name:	Andy Ackmann		Contact Title:	Drone Operations
Contact Phone:	(414)839-6726	Contact E-mail:	andy@northernlightsdronesshows.com	

Contract / Purchase Information

Annual Purchase Amount:	150,000	Total Purchase Amount:	150,000
Agency / High Org #:	900	Account / Low Org #:	9199
Est. Contract Start Date:		Est. Contract End Date:	
Cooperative Contract?	Yes x No	If yes, Coop Contract #:	
Cooperative Entity Name:		Link to Contract Docs:	

Detailed Scope of Services**:

This is a request for a purchasing exemption for a drone show at the Milwaukee lakefront on July 3rd. This is anticipated to be a large special event celebration. This company is able to provide the large scope and scale for a huge drone show (while other companies cannot) due to the amount of drones and equipment that they currently own. This show came together through funding obtained by the County Executive's office during the last few weeks. This funding will be retained by the Milwaukee Parks Foundation, who will reimburse Milwaukee County Parks after the show is paid for. There is a very short timeline to produce the show as well, only six weeks. This is anticipated to be a one time event.

Amount shown above is \$150,000. Amount in the quote is \$121,500. There are some additional anticipated costs based on recent conversations with the company.



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DEPARTMENT EXCEPTION REQUEST FORM

Supporting
Documentation***:

Use the paperclip to attach your supporting documentation in this area.



Department Information

Requesting Department:	PARKS		
Division (if applicable):			
Contact Name:	Jeffrey D. Orlowski	Contact Phone:	(414)257-8087
Contact Title:	Director of Recreation and Business Development	Contact Email:	jeffrey.orlowski@milwaukeecountywi.gov

I, Guy Smith Guy Smith Executive Director, Parks Department

Department Head of the Requesting Department, reviewed and approved this request on

5/19/2025

*If available. If not available, please leave blank.

**Describe the goods or services you are purchasing. Please provide enough detail to allow CBDP and Procurement staff to understand and evaluate your request. For example, if purchasing goods, identify the goods purchased (face masks), the required specification of those goods (KN95 or higher masks), the reason for the request (to replenish mask stock for employees of the HOC) and any other important information.

***Please attach supporting documentation related to your request. This information may include things like a Vendor's or Supplier's quote, grant documents, identification of an emergency need, evidence of a purchase from exempt funds, such as the Zoo's Specimen Fund, etc.



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COMMUNITY BUSINESS DEVELOPMENT PARTNERS (CBDP) DETERMINATION

Determination:	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Declined	<input type="checkbox"/> Additional Info Needed
<p>TBE Recommendation:</p> <p>no goal recommended</p>			
<p>Comments:</p>			
CBDP Signature:	<i>Lamont Robinson</i>	Date:	5/22/2025
Name:	Lamont Robinson	Title:	Director, OEI



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PROCUREMENT DETERMINATION

Determination:	<input checked="checked" type="checkbox"/> Approved	<input type="checkbox"/> Declined	<input type="checkbox"/> Additional Info Needed
<p>If rejected, reasoning:</p> <ul style="list-style-type: none"><input type="checkbox"/> Requestor has not met burden of proof demonstrating that competitive vendors do not exist.<input type="checkbox"/> Requestor has not provided evidence of an applicable cooperative contract.<input type="checkbox"/> Discretionary purchase threshold is exceeded. Aggregate dollar value of the purchase is \$_____.<input type="checkbox"/> Requestor's submitted grant documentation does not dictate a specific supplier or product.<input type="checkbox"/> Requestor has not met burden of proof demonstrating an applicable emergency.<input type="checkbox"/> Emergency or Disaster declaration is not currently in effect.<input type="checkbox"/> Other Purchasing Authority (Zoological, County Real Estate, Public Works) was claimed, but is not applicable to this request.<input type="checkbox"/> Other:			
Comments:			
Procurement Signature:	Regina Flores	Date:	5/19/2025
Name:	Regina Flores	Title:	Director, Procurement

Preliminary Proposal for a Drone Light Show

Event: Lakefront July 3rd Independence Day Celebration

Dates: July 3rd 2025

Location: Lakefront, exact location TBD

Proposed Drone Light Show:

Northern Lights Drone Shows will design and fly a fully customized drone light show for Milwaukee County's July 3rd Lakefront Independence Day celebration with a custom music track to match. We will work with the county to deliver a music track and drone show that represents Milwaukee, its diversity, all that Milwaukee has to offer, as well as celebrates our nation's independence. The designers at Northern Lights Drone Shows will take input from Milwaukee County representatives and create a preliminary storyboard with potential ideas, shapes, designs, and music. With feedback from county representatives, we will move forward with the design phase. Throughout the design process, we will share realistic video renders of the show and make any changes / adjustments until we have a final product.

Flight Details:

- Total Flight Time: ~45 minutes.
- Flight Area: Up to 400ft high, 300ft deep, 300ft wide
- Flight Area Safety Zone: A safety zone free of spectators is needed around the entire flight area.
- Safety: Each drone has a 2-layer geofence to ensure no drone strays outside the designated flight area.
- Weather: Drones can fly in sustained winds up to 20Mph. Drones do not fly in the rain. We can build in a rain-date if the show is cancelled due to weather.

Requirements from the venue:

- A suitable outdoor location with ample space for drone take-off and landing. The drone Launchpad itself can be adjusted to different shapes, but we would likely need around 6,000sq ft of space for the launchpad.
- A safety zone would need to be enforced around the flight area. This can be accomplished with a combination of barricades, caution tape, natural barriers, and personnel. A site visit and further discussions would determine the exact amount of each.

Pricing and Options:

Both Options include the following:

- Fully customized music track, fully custom drone show design, all flight operations on day-of, labor, and travel.
- Remote streaming access to audio track. Anyone can tune in using a web browser or smartphone and hear the music track.
- Ability to integrate sponsor logos / company names within the drone show itself. This gives sponsors a unique opportunity to achieve amazing visibility to the entire crowd. We can get creative to work a company into the show so displaying that logo is, itself, part of the show and doesn't seem like just an ad.

900 Drones – Three “waves” to create a ~45 minute show

- **\$121,500**
 - \$150 per drone base price x 900 Drones = \$135,000
 - \$135,000 – Discounts = \$121,500
 - 10% Bulk Quantity Discount
- Wave 1: 200 drones launch and put on a ~15 minute show
- Wave 2: 200 drones launch right as Wave 1 is about to land, and put on a ~15 minute show
- Wave 3: 500 Drones launch right as Wave 2 is about to land, and put on a ~15 minute show

Conclusion:

We believe this Drone Light Show will provide a unique and unforgettable experience for our community. Everything that makes our community great will be on full display and choreographed in a mesmerizing drone light show above the beautiful city. Our team is committed to delivering a safe, visually stunning, and technically flawless performance that will leave a lasting impression and add a new tradition to the 3rd of July celebration at the lakefront for thousands of people to enjoy. We strive to create memories worth repeating.

I look forward to discussing this proposal further and working together to make this drone light show a reality. Please do not hesitate to contact me with any questions or to schedule a meeting to explore this opportunity in more detail.

Sincerely,

Andy Ackmann
Northern Lights Drone Shows
Email: Andy@NorthernLightsDroneShows.com
Cell: 414-839-6726

Certificate Of Completion

Envelope Id: 4D59DEC6-47E7-4414-B4DE-23F4A461AE8B

Status: Completed

Subject: PBERF Submission from [[Department Notification_UserName]] entered by Jeffrey D. Orlowski

Source Envelope:

Document Pages: 12

Signatures: 3

Envelope Originator:

Certificate Pages: 4

Initials: 0

Procurement

AutoNav: Enabled

633 W. Wisconsin Ave.

Envelopeld Stamping: Enabled

Suite 901

Time Zone: (UTC-06:00) Central Time (US & Canada)

Milwaukee, WI 53203

procurement@milwaukeekeecountywi.gov

IP Address: 204.194.251.3

Record Tracking

Status: Original

Holder: Procurement

Location: DocuSign

5/19/2025 11:56:57 AM

procurement@milwaukeekeecountywi.gov

Signer Events

Signature

Timestamp

Jeffrey D. Orlowski

Completed

Sent: 5/19/2025 11:56:58 AM

jeffrey.orkowski@milwaukeekeecountywi.gov

Viewed: 5/19/2025 11:57:07 AM

Director of Recreation and Business Services

Signed: 5/19/2025 12:11:26 PM

Security Level:

Using IP Address: 204.194.251.3

DocuSign.email

ID: 1

5/19/2025 11:56:59 AM

Electronic Record and Signature Disclosure:

Accepted: 5/19/2025 10:58:42 AM

ID: 81671f37-9e39-4a5e-9eda-e12879234d6a

Guy Smith

Guy Smith

Sent: 5/19/2025 12:11:28 PM

guy.smith@milwaukeekeecountywi.gov

Viewed: 5/19/2025 12:11:51 PM

Executive Director, Parks Department

Signed: 5/19/2025 12:12:02 PM

Milwaukee County

Signature Adoption: Pre-selected Style

Security Level: Email, Account Authentication (None)

Using IP Address: 204.194.251.5

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Lamont Robinson

Lamont Robinson

Sent: 5/19/2025 12:12:05 PM

lamont.robinson@milwaukeekeecountywi.gov

Viewed: 5/22/2025 1:32:38 PM

Director, OEI

Signed: 5/22/2025 1:33:36 PM

Milwaukee County

Signature Adoption: Pre-selected Style

Signing Group: Office of Economic Inclusion

Using IP Address: 204.194.251.3

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Regina Flores

Regina Flores

Sent: 5/19/2025 12:12:06 PM

Regina.Flores@milwaukeekeecountywi.gov

Viewed: 5/19/2025 2:18:50 PM

Director, Procurement

Signed: 5/19/2025 2:22:01 PM

Signing Group: Procurement Approvals

Signature Adoption: Pre-selected Style

Security Level: Email, Account Authentication (None)

Using IP Address: 204.194.251.5

Electronic Record and Signature Disclosure:

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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
Procurement & OEI Workflow milwaukeecountywi-bunch_board_3361506747_0be02027a48c4f2aa321__33111349@use1.mx.monday.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 5/19/2025 12:12:04 PM
Carsten Peterson carsten.peterson@milwaukeecountywi.gov Buyer Milwaukee County Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 5/22/2025 1:33:38 PM Viewed: 5/22/2025 1:36:06 PM
Procurement Approval Request procurementapprovalrequest@milwaukeecountywi.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 5/22/2025 1:33:38 PM Viewed: 5/22/2025 1:35:40 PM
Andrea Wallace andrea.wallace@milwaukeecountywi.gov Assistant director of recreation Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 5/1/2025 3:21:16 PM ID: b5020dbd-20ba-49ff-b792-2459130d6277	COPIED	Sent: 5/22/2025 1:33:38 PM Viewed: 5/22/2025 1:36:23 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	5/19/2025 11:56:58 AM
Certified Delivered	Security Checked	5/19/2025 2:18:50 PM
Signing Complete	Security Checked	5/19/2025 2:22:01 PM
Completed	Security Checked	5/22/2025 1:33:38 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Wisconsin Milwaukee County (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Wisconsin Milwaukee County:

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:

To contact us by email send messages to: procurement@milwaukeecountywi.gov

To advise Wisconsin Milwaukee County of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at procurement@milwaukeecountywi.gov and in the body of such request you must

state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Wisconsin Milwaukee County

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to procurement@milwaukeecountywi.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Wisconsin Milwaukee County

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to procurement@milwaukeecountywi.gov and in the body of such request you must state your email, full name, mailing address, and telephone 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

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents 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 confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email 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 as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
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