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From the Acting Sheriff, Office of the Sheriff, requesting authorization to: execute a non-professional services contract with State Process Service, Inc., in a total amount not-to-exceed \$783,333 to provide civil process paper service in Milwaukee County for the period effective September 1, 2017, through December 31, 2020, with two additional one-year extension options; and requesting a waiver of Section 56.30(9) of the Milwaukee County Code of General Ordinances to pay for any services rendered prior to execution of the contract, by recommending adoption of the following:

AN AMENDED RESOLUTION

WHEREAS, Section 59.27(4), Wisconsin State Statutes (the Statutes), requires the Sheriff to execute all service of civil process papers in Milwaukee County (the County) as civil process papers are time sensitive and need to be executed in accordance with Chapters 801 and 847 of the Statutes depending upon the paper type; and

WHEREAS, Request for Proposals (RFP) #98170007 was published on April 28, 2017, to seek out vendors to bid on Civil Process Paper Service and award a new contract utilizing current technology at effective rates; and

WHEREAS, two vendors submitted responses/bids and State Process Service, Inc., received the highest score as determined by the Evaluation Committee based upon the grading criteria in the RFP; and

WHEREAS, a letter of intent was issued to State Process Service, Inc., on June 27, 2017; and

WHEREAS, a contract was negotiated with State Process Service, Inc., on August 9, 2017; and

WHEREAS, State Process Service, Inc., has agreed to an amount of \$33 per successful or unsuccessful service that includes a minimum of three attempts of service with “due diligence;” and

WHEREAS, the contract period will be for a three-year and four-month period beginning September 1, 2017, and ending December 31, 2020, with two additional one-year options; and

WHEREAS, the first year of this contract is a 16-month period to align the contract with the County calendar accounting period and to alleviate the proration of expenses at year end; and

WHEREAS, the initial four-month period of the requested contract requires an amount not to exceed of \$78,333, which is in the original Adopted Budget for 2017; and

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WHEREAS, each of the remaining three 12-month periods contain not-to-exceed contract expense caps of \$235,000; and

WHEREAS, the previous five-year contract expired on March 18, 2017, and on March 19, 2017, the Sheriff entered into a short-term contract with State Process Service, Inc., to continue to provide seamless civil process paper service in the County until August 31, 2017; and

WHEREAS, due to the County legislative cycle having no standing committee and board meetings in the month of August, and the need to continue the civil process paper service after August 31, 2017, State Process Service, Inc., has been requested to maintain this service until the contract can be approved; and

WHEREAS, sufficient funds exist in the 2017 Civil Process budget to reimburse the vendor; and

WHEREAS, Section 56.30(9) of the Milwaukee County Code of General Ordinances (the Code) states "..., no work shall be performed by any professional services contractor unless or until a written contract has been executed and signed by all appropriate officials;" and

WHEREAS, based upon the provisions of Section 56.30(9) of the Code, a waiver is needed authorizing the Office of the Comptroller to pay for any services rendered by State Process Service, Inc., prior to the contract being executed and signed; and

WHEREAS, the Committee on Finance and Audit, at its meeting of September 20, 2017, recommended adoption of the File No. 17-577 as amended (vote 6-0); now, therefore,

BE IT RESOLVED, the Office of the Sheriff is hereby authorized to execute a non-professional services contract with State Process Service, Inc., to provide civil process paper service in Milwaukee County from September 1, 2017, to December 31, 2020; and

BE IT FURTHER RESOLVED, the contract with State Process Service, Inc., is not-to-exceed \$78,833 in the first four-month period from September 1, 2017, to December 31, 2017, and shall not exceed \$235,000 in each of the three remaining twelve-month periods from January 1, 2018, to December 31, 2020; and

BE IT FURTHER RESOLVED, the provision of Section 56.30(9) of the Milwaukee County Code of General Ordinances is hereby waived and the Office of the Comptroller is authorized to pay for any services rendered prior to the contract being signed and executed.

jmj

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