

(ATTACHMENT 20) ACTION ON THE AWARD OF EXCEPTION-TO-BID CONTRACTS

6/10/21 1:07pm To JH + KO



MILWAUKEE PUBLIC SCHOOLS

Requisition # (if applicable) \_\_\_\_\_

DMFS (check box)

Exception-to-Bid Request Form: Professional Services Contract

REQUIRED INFORMATION			
<i>Complete all fields</i>			
Vendor Name:	US Postal Service	Vendor No.:	V0829730
Specific Contact at Vendor:	Loretta Hayes Powell	Email and/or Phone:	loretta.hayes@usps.gov 287-2524
Contract Term:		through	
Contract Amount:	400,000	Budget Code:	MAL DO MAL MM EPST
Detailed Scope of Services: meter postage for internal equipment			
Requestor:	David S. F. Frank	Ext.: School/Dept	58796
Requestor Signature:	<i>[Signature]</i>	Date:	6/8/21
Chief Signature:	<i>[Signature]</i>	Date:	6/10/21

Email this completed form to [exceptiontobid@milwaukee.k12.wi.us](mailto:exceptiontobid@milwaukee.k12.wi.us) or [olsonkk@milwaukee.k12.wi.us](mailto:olsonkk@milwaukee.k12.wi.us). A specific contact at the vendor is needed so that Contract Compliance Services can contact vendor to discuss any assigned requirements to the contract. Forms not fully completed or without supporting documentation attached will be returned without processing.

Basis for Exception-to-Bid Request (documentation required):

One-of-a-kind. There are no available competitive alternative contractors that can provide this service. Supporting documentation must identify the specific features which make the services unique and what market research you have done to validate that no other contractors can provide this service. If applicable, documentation from contractor must also be submitted with this request. This documentation

Received 6/10/21 @ 12:00pm  
*[Signature]*

Requisition # (if applicable) \_\_\_\_\_

DMFS (check box)

must indicate that contractor owns the copyright/trademark, and they are the **only** source from which MPS can receive the services being requisitioned (Administrative Policy 3.09(7)(E)(1)(b)(i)).

**Continuity.** The services **must** be provided by this contractor for continuity and the quantifiable or qualitative savings can be demonstrated to benefit the District. Includes a vendor returning to complete or modify a previously begun project. Supporting documentation **must** identify the contractor's history in the District and explain how savings can be demonstrated. (Administrative Policy 3.09(7)(E)(1)(b)(iv))

**MPS Standard.** The services provided by this vendor comply with an established MPS standard. Supporting documentation **must** identify the standard and how use of this contractor complies with the standard. (Administrative Policy 3.09(7)(E)(1)(b)(v)).

**Unique Design.** The services **must** meet quality requirements. Supporting documentation **must** identify the quality requirement and how use of this contractor complies with the requirement (Administrative Policy 3.09(7)(E)(1)(b)(vi)).

**Delivery Date.** This contractor is the **only** contractor that can meet the necessary delivery requirements. May not be used to justify poor planning. Supporting documentation **must** identify the other contractors consulted. (Administrative Policy 3.09(7)(E)(1)(b)(vii)).

**Grant.** This vendor is required to be used for these services, pursuant to an existing grant. Supporting documentation must include the grant papers specifically requiring use of this contractor and the grant term dates (Administrative Policy 3.09(2)(c)).

Grant Name: \_\_\_\_\_ Project #: \_\_\_\_\_

Term Dates: \_\_\_\_\_

**Emergency Purchase.** This vendor is needed to respond to an emergency. May not be used to justify poor planning. Supporting documentation **must** identify the emergency. (Administrative Policy 3.09(14))

**PROCUREMENT DETERMINATION**

APPROVED

DENIED

Requestor has not met burden of demonstrating that competitive vendors do not exist. Services must be procured through competitive bidding.

Other: \_\_\_\_\_

Mgr., Procurement & Risk Mgmt.: \_\_\_\_\_

*Jamie Adams* 6/10/21  
*Boyer*

Requisition # (if applicable) \_\_\_\_\_  
DMFS (check box)

**CONTRACT COMPLIANCE (for contracts in excess of \$50,000)**

HUB Participation Requirement: 0%  
Student Engagement: Employment 0 Hours Career Awareness 0 Hours  
HUB Certification:  MBE  WBE  EBE  DBE  SBA-8A  
Comments: \_\_\_\_\_  
Mgr., Contract Compliance Services [Signature] Date: 6/10/21



**MILWAUKEE  
PUBLIC SCHOOLS**

Office of Operations  
Department of Business & Transportation Services  
5225 W Vliet Street, Milwaukee, WI 53208  
(414) 475-8058 • mps milwaukee k12.wi.us

June 8, 2021

To: Office of Finance – Division of Procurement Services

Re: Exception to Bid for 2021-2022 US Postal Services

The Division of Mailroom Services is requesting an exception to bid for services related to the United States Postal Service and US Postmaster for the amounts of \$221,000 for the US Postal Service and \$400,000 for the US Postmaster for the upcoming 2021-2022 School Year.

The US Postmaster account is used specifically to fund the Milwaukee Public School's 3240 Permit Account. These mailings are typically facilitated by licensed 3<sup>rd</sup> party mail houses that facilitate large customized distributions on behalf of the district's offices and schools.

The US Postal Service account is used to apply postage to the district's centralized meter machines that reside within the Division of Mailroom Services for daily district or school mailings.

The Division of Mailroom Services utilizes the United States Postal Service exclusively as they are the sole provider of traditional mailing. This is necessary as the US Postal Service has a statutory monopoly on the delivery of traditional mail under the Private Express Statutes (PES) and the mailbox access rule. The PES refers to the Postal Service's monopoly on the delivery of letters, and the mailbox rule refers to the Postal Service's exclusive access to customer mailboxes.

Best,

Senior Director of Business & Transportation Services  
Milwaukee Public Schools  
414-475-8796  
solikdw@milwaukee.k12.wi.us

***Start. Stay. Succeed.***  
***Comienza. Quédate. Triunfa.***

6/10/21 1:07 pm to JFA & KO



MILWAUKEE PUBLIC SCHOOLS

Requisition # (if applicable) \_\_\_\_\_  
DMFS (check box)

### Exception-to-Bid Request Form: Professional Services Contract

REQUIRED INFORMATION			
<u>Complete all fields</u>			
Vendor Name:	US Postmaster	Vendor No.:	VD147370
Specific Contact at Vendor:	Cori Ann Hayes Powell	Email and/or Phone:	corianna.powell@usps.gov 44-287-2524
Contract Term:	through		
Contract Amount:	\$221,000	Budget Code:	MAL 00 MAL MM EPST
Detailed Scope of Services: meter postage for permit			
Requestor:	David Solik, Firetek	Ext.: School/Dept	58796
Requestor Signature:		Date:	6/8/21
Chief Signature:		Date:	6/10/21

Email this completed form to [exceptiontobid@milwaukee.k12.wi.us](mailto:exceptiontobid@milwaukee.k12.wi.us) or [olsonkk@milwaukee.k12.wi.us](mailto:olsonkk@milwaukee.k12.wi.us). A specific contact at the vendor is needed so that Contract Compliance Services can contact vendor to discuss any assigned requirements to the contract. Forms not fully completed or without supporting documentation attached will be returned without processing.

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Other. \_\_\_\_\_

Mgr., Procurement & Risk Mgr

*Janie Adams*  
Date: 6/10/21

Requisition # (if applicable) \_\_\_\_\_

DMFS (check box)

**CONTRACT COMPLIANCE (for contracts in excess of \$50,000)**

HUB Participation Requirement. 0 %

Student Engagement, Employment 0 Hours

Career Awareness 0 Hours

HUB Certification:  MBE  WBE  EBE  DBE  SBA-8A

Comments: \_\_\_\_\_

Mgr., Contract Compliance Services [Signature] Date: 6/10/21



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