



**Jason Williams**  
City Assessor  
City Assessor's Office  
jwilliams@westalliswi.gov  
414.302.8230

## MEMORANDUM

**TO:** Administration and Finance Committee  
**FROM:** Jason Williams, City Assessor  
**DATE:** February 4, 2020  
**SUBJECT:** Single Source Purchase – Market Drive Annual Upgrade

---

This letter is to recommend the single source purchase of the Market Drive software annual update from Assessment Technologies of Wisconsin, LLC.

This is the only vendor that sells and services the software needed for the Assessor Office Market Drive Assessment Valuation System. This department has dealt with Assessment Technologies since the original installation of Market Drive in 2000 and its product and service has been exemplary.

The pricing is considered to be fair and reasonable compared to other vendors' products. I request your approval of this vendor for the purchase and service of the annual upgrade for Market Drive.

The invoice price of **\$10,716.62 is for the 2020 upgrade**. It should be noted that the 2020 upgrade cost has increased only slightly by \$13.63 from the 2019 amount of \$10,702.99. This amount was anticipated and budgeted for 2020.

Budget Account Number 100-0501-517.32-04

Respectfully,

Jason M. Williams  
City Assessor

CC: RG; RP