



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
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April 15, 2011

The Honorable Mayor Dan Devine
and Members of the Common Council
7525 W. Greenfield Avenue
West Allis WI 53214

SUBJECT: Contract with Transit Express Services for Renting a Trolley for the
Memorial Day Parade at a Cost of \$240

Dear Mayor Devine and Common Council Members:

This letter is to request your approval to approve a contract between the City and Transit Express Services for renting a trolley for the Memorial Day Parade. The cost is \$240.00. The individuals riding in the trolley are veterans who are unable to any longer walk the parade route due to age or physical conditions. This modest expenditure is a nice way to honor those veterans who served our country in years past by allowing them to still participate in a proud way as part of our Memorial Day Parade.

Please be aware that the contract does include the provision that the City would be agreeing to pay reasonable charges for clean up and repair, if necessary, resulting from the time while we use the vehicle. Although we are assuming this risk, I feel that it is somewhat minimal and well worth the value and good feeling that it would bring.

Upon your approval, our Purchasing Department would issue our standard purchase order with all our normal requirements, which will protect the City with our usual and customary provisions.

A couple of points of information include the fact that Alderperson Dan Roadt has been the lead person in initiating and coordinating this matter, including fundraising to reimburse the City for the trolley's cost. To date, he has been successful in obtaining the entire \$240.00 amount in a contribution from Milwaukee County Supervisor John Weishan's office. Additional funding may also be forthcoming.

Thank you for your consideration of this request. If you have any questions, please feel free to contact Alderperson Roadt or me.

Sincerely,

Paul M. Ziehler,
City Administrative Officer, Clerk/Treasurer

PMZ:jfw

cc: Ald. Roadt
Scott Post
Gene Baietto
Brenda Schmid
Gary Schmid