



CITY CLERK/TREASURER'S OFFICE  
414/302-8200 or 414/302-8207 (Fax)  
[www.ci.west-allis.wi.us](http://www.ci.west-allis.wi.us)  
**Paul M. Ziehler**  
*City Admin. Officer, Clerk/Treasurer*  
**Monica Schultz**  
*Assistant City Clerk*  
**Rosemary West**  
*Treasurer's Office Supervisor*

## Memo

Date: January 8, 2009  
To: Gene Baietto, Purchasing Manager  
Cc: Paul Ziehler, City Administrative Officer, Clerk/Treasurer  
From: Monica Schultz, Assistant City Clerk  
RE: Sole Source Communication Regarding Revised Municipal Code Supplements - 2009

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This letter is to recommend the sole source purchase of Revised Municipal Code electronic and hard copy supplements and services from General Code. The City of West Allis Clerk/Treasurer's Office has been working with this vendor since 2000. General Code provides quality customer support, and offers users easy access to the Revised Municipal Code in a variety of formats. I hereby recommend approval of this vendor for the continued use of their products and services for the year 2009.

  
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Monica Schultz, Assistant City Clerk

RECEIVED

JAN 8 2009

CITY OF WEST ALLIS  
PURCHASING DEPT