



**HEALTH DEPARTMENT**

**Terry L. Brandenburg**  
*Health Commissioner*

414/302-8600  
414/302-8628 (Fax)

Health Department  
7120 West National Avenue  
West Allis, Wisconsin 53214

[www.ci.west-allis.wi.us](http://www.ci.west-allis.wi.us)

March 30, 2009

RE: Sole Source Purchase Flu Vaccine

To Whom It May Concern:

This letter is to recommend that we purchase flu vaccine from FFF Enterprises and GlaxoSmithKline for the upcoming 2009 influenza season. The prices are determined by the CDC government contract and both companies guarantee flu vaccine shipment by September 30, 2009. Also, both distributors offer this vaccine as returnable in full vials by December 31, 2009. The other distributors do not offer this option. In the past the distributors used on the Multi State Contract were unable to guarantee early shipment, which negatively impacts our revenue. I request your approval of these vendors for the purchase of our annual flu vaccine. Thank you.

Sincerely,

A handwritten signature in black ink that reads "Terry Brandenburg". The signature is fluid and cursive, with a long, sweeping tail.

Terry Brandenburg  
Health Commissioner