

29.



City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
2011-0223	Request	Introduced
Communication from City Administrative Officer regarding contract with Transit Express Services for renting a trolley for the Memorial Day Parade at a cost of \$240.		
Introduced: 4/19/2011		Controlling Body: Administration & Finance Committee

COMMITTEE RECOMMENDATION *approve + POF as amended to approve appropriate insurance levels*

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
<u>APR 19 2011</u>			Barczak				
			Czaplewski				
		X	Kopplin	✓			
			Lajsic	✓			
			Narlock	✓			
			Reinke	✓			
			Roadt				
			Sengstock				
			X Vitale	✓			
			Weigel				
		TOTAL		5			

SIGNATURE OF COMMITTEE MEMBER

Kurt Kopplin

Chair _____ Vice-Chair _____ Member _____

COMMON COUNCIL ACTION **APPROVAL** *+* **PLACE ON FILE**

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
<u>APR 19 2011</u>		✓	Barczak	✓			
			Czaplewski	✓			
		✓	Kopplin	✓			
			Lajsic	✓			
			Narlock	✓			
			Reinke	✓			
			Roadt	✓			
			Sengstock				✓
			Vitale	✓			
			Weigel	✓			
		TOTAL		9			1

**STANDING COMMITTEES OF THE
CITY OF WEST ALLIS COMMON COUNCIL**

ADMINISTRATION & FINANCE

Chair: Kurt E. Kopplin
Vice-Chair: Vincent Vitale
Thomas G. Lajsic
Richard F. Narlock
Rosalie L. Reinke

PUBLIC WORKS

Chair: Gary T. Barczak
Vice-Chair: Martin J. Weigel
Michael J. Czaplewski
Daniel J. Roadt
James W. Sengstock

SAFETY & DEVELOPMENT

Chair: Thomas G. Lajsic
Vice-Chair: Richard F. Narlock
Kurt E. Kopplin
Rosalie L. Reinke
Vincent Vitale

LICENSE & HEALTH

Chair: Michael J. Czaplewski
Vice-Chair: James W. Sengstock
Gary T. Barczak
Daniel J. Roadt
Martin J. Weigel

ADVISORY

Chair: Rosalie L. Reinke
Vice-Chair: Daniel J. Roadt
Kurt E. Kopplin
Richard F. Narlock
Vincent Vitale



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
City Administrative Officer
Clerk/Treasurer

414/302-8294
414/302-8207 (Fax)

City Hall
7525 West Greenfield Avenue
West Allis, Wisconsin 53214

pziehler@ci.west-allis.wi.us
www.ci.west-allis.wi.us

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,

A handwritten signature in black ink that reads "Paul M. Ziehler".

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

PMZ:jfw

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

CONTRACT FOR TRANSPORTATION SERVICES

This Contract made this 31st day of April, 2011 between Transit Express Inc.
424 W. Cherry St. Milwaukee, Wisconsin 53212 phone # (414) 264-4550, (fax264-7460) and
CUSTOMER Daniel Roadt West Allis, WI CITY OF WEST ALLIS, WI
ADDRESS 2840 S. Stratton Drive West Allis, WI 53219 (fax#)
PHONE#(WORK)____,(HOME) 321-7264 __,(CELL) 306-1118
Transportation services will be provided as follows:Date: May 30, 2011 Trolley Parade

9:30 AM Lineup for parade (Dan to provide details) WEST ALLIS SENIOR CENTER
11:00AM final stop for parade 7001 W. NATIONAL AVE. (SOUTH LOT)

Charge for the above services \$ Two Hundred Forty dollars (\$ 240.00 Municipal discount JVD)
Credit Card Amex, MC, Visa, (circle one), card # _____ Exp Date 1
Charges are from Terminal to Terminal including travel time to & from our downtown Milw.
Location. Additional time will be charged at \$ 160.00 per hour in half hour increments.
Service will be confirmed by the signed return of this agreement, including insertion of credit
card information including expiration date, unless there is a signed billing arrangement on file.

SERVICE POLICIES

CLEAN-UP / REPAIR CHARGE POLICY

The customer's account will be charged for the costs of any reasonable and necessary charges for
cleaning, repair, and/or damages to equipment (beyond normal wear and tear), which is caused
by the customer or his or her associates. Charges for such clean up and repair shall be limited to
the actual costs to restore the equipment to pre-charter conditions. Cleanup charges will be
assessed at the invoiced cost of such services or if performed by Transit Express employees at a
labor rate of \$25/hour plus parts/supplies.

CANCELLATION POLICY

A full refund will be given to the customer providing that a written cancellation notice is
received 28 days prior to the date of service. For cancellation notices received with less than a 28
day notice, a cancellation charge credit of 25% will be allowed for each full week of notice of
cancellation prior to the date of service. Hence a cancellation notice received 2 full weeks in
advance would result in a charge of half the quoted rate. Substitution of service dates may result
in waiving these cancellation charges.

ADDITIONAL TIME POLICY

Both Transit Express Inc. and the Customer agree to the time and charges indicated above.
Should the Customer request additional time, and Transit Express is able to fulfill that request, it
shall be charged in half hour increments or portions thereof at the rate listed above.

The terms of this contract shall be binding on the parties hereto, their heirs, executors,
administrators, representatives, successors and assigns.

John Doherty 3/31/2011 _____ / _____ /2011
Transit Express Inc. DATE Customers' Signature DATE

QUOTATION BASED ON CURRENT AVAILABILITY. This quotation is subject to
availability and can only be confirmed upon receipt of a signed contract with credit card
guarantee.

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John Doherty 3/31/2011
Transit Express Inc. DATE

 4/25/2011
Customers' Signature DATE

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