



**CITY CLERK/TREASURER'S OFFICE**

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[www.westalliswi.gov](http://www.westalliswi.gov)

**Paul M. Ziehler**

*City Admin. Officer, Clerk/Treasurer*

**Monica Schultz**

*Assistant City Clerk*

**Rosemary West**

*Treasurer's Office Supervisor*

## Memo

Date: December 23, 2011

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 - 2012

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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 2012 in the amount of \$10,000.

Monica Schultz, Assistant City Clerk