



Bid Waiver Form

Revised 02/2020

Short Description of Goods/Services	Housing and feeding homeless persons during the pandemic
--	--

Date	3/25/2020
Department	Human Services
Name	Casey Becker
Email	becker@countyofdane.com
Phone	
Purchasing Officer	Pete Patten

Vendor Name	Various
Vendor MUNIS #	
Requisition #	
Requisition Year	2020
Total Cost	\$ Estimated 1.5 million

A VENDOR QUOTE MUST BE ATTACHED TO THE WAIVER FOR APPROVAL

Provide a detailed description of the goods/services intended to be purchased:

During the pandemic, the county has been working to securing temporary housing for nearly 100 homeless adults to provide an opportunity for social distancing. The approach includes securing blocks of rooms at commercial motels, providing meals on-site for those housed and providing private security at the lodging facilities. The county has currently secured blocks of rooms at the Howard Johnson facility on East Washington and the Clarion Suites on Rimrock Road. Meals will be provided by Gaylord Catering and Food Fight Restaurant Group. The program also includes counseling, case management and other services to be provided by Focus Counseling. The estimated cost of the combination of services is \$86,000 per week.



Bid Waiver Form

Revised 02/2020

Procurement Exception List (place an "X" next to any that apply)	
x	Emergency Procurement
	Only one vendor possesses the unique and singularly available ability to meet the Department's requirements
	Unique and specific technical qualifications are required
	A special adaptation for a special purpose is required
	A unique or opportune buying condition exists

Provide a detailed explanation as to why the competitive bidding (RFB/RFP) process cannot be used. Also provide a detailed justification in relation to the Procurement Exception chosen:

This is an emergency situation. Human Services did canvass many local hotels. Many did not respond, have ceased all operations, or were not interested in providing this housing. The department also contacted a number of potential food service providers before settling on the Colonial Club and Food Fight. All three major security guard vendors were also contacted. The availability of security services is very limited at this time and costs are higher than normal.

Bid Waiver Approval (Purchasing Use Only)

Under \$37,000 Controller Approval	Date

\$37,000 or over Personnel & Finance Committee Approval	Date
--	------