



# Bid Waiver Form

Revised 01/2022

<b>Short Description of Goods/Services</b>	Emerson Valves and Valve Service	<b>Total Cost</b>	\$500,000 (2022-2026) (5 years)
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<b>Vendor Name</b>	NOVSPECT INC	<b>MUNIS #</b>	31014	<b>Req #</b>	
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<b>Purchasing Officer</b>	Pete Patten	<b>Date</b>	8/23/2022
<b>Department</b>	Waste & Renewables	<b>Email</b>	carlson.lindsey@countyofdane.com
<b>Name</b>	Lindsey Carlson	<b>Phone</b>	608-405-2036

**\*A VENDOR QUOTE MUST BE ATTACHED TO THE WAIVER FOR APPROVAL\***

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

NOVSPECT will supply critical spare parts/valves and authorized service of Emerson equipment, as needed and requested by Waste & Renewables (W&R), to stock inventory and maintain equipment at the RNG plant. Actual parts and services will vary based on the need that is diagnosed and therefore needed.

It is difficult to truly know which parts will be needed until a need arises but we are estimating the amount of parts needed will be in the neighborhood of \$64,000 per year totalling \$320,000 over a 5 year period while the estimating services would be in the neighborhood of \$36,000 per year totaling \$180,000 over a 5 year period.

**\*Send to a Purchasing Officer Once Completed\***



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Revised 04/2021

## Procurement Exception List

- Emergency Procurement
- Unique and specific technical qualifications are required
- A special adaptation for a special purpose is required
- A unique or opportune buying condition exists
- Only one vendor possesses the unique and singularly available ability to meet the Department's requirements

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(s) chosen:

NOVASPECT is the sole distributor of "Vanessa" valves and valve rebuild kits, a specialized butterfly valve used throughout the RNG Plant. NOVASPECT is also the territorial distributor of "EMERSON" products, a manufacturer of a large variety of appurtenances used throughout the RNG Plant.

NOVASPECT has been extremely responsive and reliable for requests posed by the RNG Plant staff, providing short lead time on critical parts to maintain safe and efficient operations of the RNG Plant and by offering technical expertise to confirm application of parts/equipment in different settings.

## Bid Waiver Approval (For Purchasing Use Only)

Under \$40,000 (Controller)

\$40,000+ (Personnel & Finance Committee)

Date Approved:

**\*Send to a Purchasing Officer Once Completed\***