



Bid Waiver Form

Revised 01/2022

Short Description of Goods/Services	Providing Services for the Visitor's Information Center at the Dane County Regional Airport	Total Cost	Not to exceed \$326,566.92 over five years.
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Vendor Name	Destination Madison	MUNIS #	3052	Req #	141
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Purchasing Officer	Megan Rogan	Date	12/15/2022
Department	Airport	Email	riechers.michael@msnairport.com
Name	Michael Riechers	Phone	608-661-6442

A VENDOR QUOTE MUST BE ATTACHED TO THE WAIVER FOR APPROVAL

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

The Airport has a booth in the baggage claim area of the terminal building that provides assistance to travelers. This Visitor's Information Center is staffed with specially trained persons who provide information on the community including hotels, transportation options, sightseeing and other information as requested by the public. In addition to specially trained staff, the booth provides printed travel materials and visitor resources. The on-site services are supported by the entire operations of the provider. The booth is staffed during critical hours every day of the week, with appropriately modified hours on holidays and during special events. The representatives need to be uniquely aware of the surrounding community and its offerings and be able to answer or find answers to a wide variety of questions from the local and visiting public. These representatives may be the first or last impression visitors have in regard to our area. These individuals also act as a constant set of eyes and ears for the airport and its various tenants, and regularly provide important feedback.

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:

Destination Madison is the current provider of these services and remains uniquely positioned to provide the trained staff and meet the qualifications to fulfill the special purpose requirements of the Visitor's Information Center. This request will cover a cumulative three year contract, with 2 one year options, which was negotiated at a first year not to exceed rate of \$62,128.33 and a 2.5% escalator for each subsequent year. Funds for this service are available in the 2023 budget and will be included in future year budget requests. Destination Madison is keenly aware of the communities that make up the airport's air trade area. They provide customer focused training to their staff members and facilitate familiarization trips for staff so that they have first hand knowledge of accommodations, services and attractions in the community. They have dedicated staff members as well as fill in people to help cover all critical times. We feel that these attributes uniquely position Destination Madison for this important service provided at the airport.

Bid Waiver Approval (For Purchasing Use Only)

Under \$40,000 (Controller)

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

Date Approved:

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