



# Bid Waiver Form

Revised 01/2022

<b>Short Description of Goods/Services</b>	Refurbishment of the Property Room Conveyor System	<b>Total Cost</b>	\$175,000		
<b>Vendor Name</b>	Herb Fitzgerald Company Inc.	<b>MUNIS #</b>		<b>Req #</b>	
<b>Purchasing Officer</b>	Pete Patten	<b>Date</b>	1/26/2022		
<b>Department</b>	Sheriff's Office, Security Services	<b>Email</b>	vandivier@danesheriff.com		
<b>Name</b>	Gary Vandivier	<b>Phone</b>	608-284-6915		

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

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

This bid waiver is being submitted to obtain approval for the Sheriff's Office to refurbish the Jail Property Room Conveyor System.

The refurbish will remove all existing chain and clean the existing track from all the buildup of lint and dirt providing a clean and smooth track surface for the carriers to ride on.

Will provide and install two new complete "U" sections with drives. This will be a completely new factory assembled unit with new gear boxes, motors, drive belts, chains etc. Will replace the remaining 11 idler sprockets with new sprockets, guide pins and bearings.

Will replace the entire control circuit including motor starters relays and electronic control. This includes a new push button control assembly.

The Conveyor was installed in 1993 by Herb Fitzgerald Company Inc. The main structure of the conveyor – the track and infrastructure are part of the original installation completed in 1993. This part of the conveyor is not subjected to any wear. After cleaning the track this will be in like new condition.

The hanging frames with associated parts bear the bulk of the work. The drive sprockets also bear much of the weight and the burden. In 2004, they replaced all the frames, wheels and carriers. At that time, they also replaced the two "U" sections with the drive components in total. They also replaced the single drive assembly located at the top of the conveyor. Reviewing the service records since 2015, they have been performing an annual checkup of the conveyor once per year and at that time replaced worn parts. The electrical control, motor starters, relays and circuit boards are all original to the machine as installed in 1993.

There is a recurring issue that the conveyor shuts down indicating some type of motor overload. This is caused by worn out frames, older motor controls which are showing their wear and 18 years of dirt on the track. All of this is being replaced with new components and a clean track.

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



# Bid Waiver Form

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:

The Conveyor was installed in 1993 by Herb Fitzgerald Company Inc. They have extensive knowledge of the system as they are the initial installers and have done repairs in the past. In 2004, they had completed a similar refurbishment of this conveyor. The infrastructure and its related installation costs are non-wearable components and with a cleaning of the track will be in like new condition.

Given the deterioration and age of the operating system, the infrastructure could malfunction at any time. A waiver of the competitive bid process will drastically reduce the downtime from twelve weeks to one week. This downtime will significantly impact resident booking and release operations as it relates to property storage. All resident property will have to be stored in an alternate secure location while the repairs are completed. The timeliness of installation is of critical concern.

## 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\***



January 14, 2022

DANE COUNTY SHERIFF'S OFFICE  
Lieutenant Jeffrey Heil  
Public Safety Building  
115 W Doty St  
Madison, WI 53703

Lieutenant Heil,

Thank you for the time to meet with you and the whole team to discuss the refurbishment of the property room conveyor. After a more thorough inspection of the conveyor and listening to your concerns we engaged in several discussions with the engineers at White Conveyor company to develop a proper and complete proposal to refurbish this conveyor system.

The Conveyor was installed in 1993 by Herb Fitzgerald Company Inc. In 2004 we had completed a similar refurbishment of this conveyor. The infrastructure and its related installation costs are non-wearable components and with a cleaning of the track will be in like new condition.

The main structure of the conveyor – the track and infrastructure are part of the original installation completed in 1993. This part of the conveyor is not subjected to any wear. After cleaning the track this will be in like new condition.

The hanging frames with associated parts bear the bulk of the work. The drive sprockets also bear much of the weight and the burden. In 2004 we replaced all the frames, wheels and carriers. At that time, we also replaced the two "U" sections with the drive components in total. We also replaced the single drive assembly located at the top of the conveyor. Reviewing the service records since 2015 we have been performing an annual checkup of the conveyor once per year and at that time replaced worn parts. The electrical control, motor starters, relays and circuit boards are all original to the machine as installed in 1993.

This quotation is updated to include a total and complete refurbishment of all moving components of this system.

We propose to remove all existing chain and clean the existing track of all buildup of lint and dirt providing a clean and smooth track surface for the carriers to ride on.

We will provide and install two new complete "U" sections with drives. This will be a completely new factory assembled unit with new gear boxes, motors, drive belts, chains etc.

We will replace the remaining 11 idler sprockets with new sprockets, Guide Pins and bearings.

We will replace the entire control circuit including motor starters relays and electronic control. This includes a new push button control assembly.

The cost for this work, parts, labor and freight is **\$175,000.00**

Dane county will be responsible to remove all garment bags from the conveyor before starting work and replace the garment bags once the work is completed.

Warranty is 180 days herb Fitzgerald Company labor on a straight time basis and one year factory parts warranty.

Terms are 15% with order and the balance upon completion.

The time line to complete this work start to finish is two weeks. Once started our crew will be on the job site until completion.

This refurbishment project replaces ALL wearable / movable parts of this conveyor. The only remaining parts are the existing track which upon our inspection of most of it does not show any wear and after the required cleaning mentioned above will be in almost new condition. The track generally does not wear.

Essentially after we have completed this work you will have a new conveyor.

You have indicated that one of your recurring issues is the conveyor shuts down indicating some type of motor overload. This can be caused by worn out frames, older motor controls which are showing their wear and 18 years of dirt on the track. All of this is being replaced with new components and a clean track.

Another cause for a motor overload trip will occur if the conveyor has an unbalanced load. During our observation this does not appear to be an issue – you have the garment bags spread out evenly across the conveyor. However, if the conveyor should become unbalanced, by design the motor overload will trip and should there be an unbalance you will need to redistribute the load. Again, this does not seem to be an issue at your facility.

When I can be of further assistance, please call at 262-783-5808 xt 17. Or email at [jim@herbfitzgerald.com](mailto:jim@herbfitzgerald.com).

Respectfully submitted,

Herb Fitzgerald Company inc

Jim Fitzgerald