



# Bid Waiver Form

Revised 01/2025

Short Description of Goods/Services		Total Cost	
Vendor Name		MUNIS #	Req #
Purchasing Officer		Date	
Department		Email	
Name		Phone	

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

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

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



# Bid Waiver Form

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## 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:

## Bid Waiver Approval (For Purchasing Use Only)

☐ Under \$45,000 (Controller)

☐ \$45,000+ (Personnel & Finance Committee)

Date Approved:

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

Norit Americas Inc.

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May 20, 2025

**RE: Price Quotation**

**From:**

Norit Activated Carbons  
3200 University Avenue,  
Marshall, TX 75670

**To:**

Dane County Department of Waste & Renewables  
7242 Maahic Way  
Madison, WI 53718  
Attn: Lindsey Carlson, Biogas Specialist

**Project:** Dane County RNG Facility  
**JDE#:** 2015636

**Product:** NORIT ROZ3  
**Quantity:** 5000Kgs (2205 lbs)  
**Packaging:** 500Kg Net Supersack x 2 Per Pallet  
**Price:** \$3.70/lb + 6% Tariff Surcharge EXW/CPT/FCA Marshall, TX

**Total Media:** \$43,232.60 CPT Marshall, TX  
**Freight:** \$3,856.00\*\*

\*\*This is an estimate rate based on information provided. This rate is good for a period up to 7 days only. Any changes to origin, destination, weight or number of trucks will require a new quote.\*\*

**Availability:** In stock; Subject Unsold;  
**Standard Lead-time:** Please allow 5-7 days for shipment  
**RUSH Services Available:** See below RUSH Charges

**Validity:** May 31, 2025 or Changes to Tariff Schedule

Sincerely,

**Sean Maggert**

Sr. Technical Sales Manager – RNG/Biogas  
Dexter, Michigan



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## **NORIT Activated Carbon**

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### **Norit Standard Terms and Services**

Norit remains fully committed to providing excellent and consistent customer service to ensure that we remain reliable and responsive to your needs. In order to better achieve this goal we have reviewed our order processing procedures, and would like to remind our customers of our terms and services:

- Payment term is Net 30 days from date of invoice.
- Price validity: Unless otherwise communicated, Norit quotations have a validity of maximum 30 days from date of quotation.)
- Order Size: Standard minimum order quantity is one full pallet unless exceptions are granted.
- Order Lead Times: minimum order lead times are 7 calendar days for truck shipments and 21 calendar days for sea freight in addition to transport time. To assure availability of goods ex stock and on-time arrival of shipment, timely and accurate orders and forecasts are critical.
- Expedited shipment: Norit is offering expedited service for a \$500 fee, shipment per truck in 2-6 days and via sea freight in 15-20 days. For business emergencies, Norit also offers the option of rush shipments at same or next day shipment for a fee of \$1000, subject to availability of goods.
- Order Changes: Changes of orders inside the minimum Order Lead Times can be accommodated, provided logistics can implement the request, e.g. if goods have not been dispatched yet, for a change fee of 25 % up to a maximum of \$1000. Customer Storage below is applicable.
- Standard Delivering Incoterm is Carriage Paid To (CPT).
- EXW Terms and Customer Pickup: For customers requiring Ex Works terms, it is important to arrange pickup on the requested date. If the material is not picked up on the agreed pickup date, the following fee structure will be charged due to the costs incurred to Norit:
  - Customer Storage would be accommodated with an in/out charge of \$100 per pallet or per ton with a minimum value of \$500 and a storage fee of \$1 per day per pallet until pick up is made.

Adherence to these policies will allow us to consistently meet all of our customer's service needs. We sincerely appreciate your understanding and cooperation as we work to further improve our customer service. In case of questions, please do not hesitate to reach out to your Norit contact.