



Bid Waiver Form

Date	August 7, 2018
Department	Airport
Name	William LeGore
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Purchasing Agent	Megan Rogan

Vendor Name	Sergenian's Floor Coverings
Vendor MUNIS #	7027
Requisition #	1766
Requisition Year	2018
Total Cost	\$ 80,956.00
Vendor Quote Attached	<input checked="" type="checkbox"/> Yes – Quote is required to be attached.

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

Replacement of existing carpet tile in the baggage claim lobby, surrounding Baggage Claim Belts #1 and 2, and replacement of carpet in adjacent conference rooms with the same product.



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Procurement Exception List	
<input type="checkbox"/>	Emergency Procurement
<input type="checkbox"/>	Only one vendor possesses the unique and singularly available ability to meet the Department's requirements
<input checked="" type="checkbox"/>	Unique and specific technical qualifications are required
<input type="checkbox"/>	A special adaptation for a special purpose is required
<input type="checkbox"/>	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:
<p>The carpet tile used must match the existing product in the surrounding areas. The pattern and color must be custom ordered, as the pattern and color are no longer produced (original installation was in 2005). Sergenian's has previously installed this product at the Airport and has done satisfactory work. Funds are available in the 2018 approved budget in AIRTERM 47479.</p>

Bid Waiver Approval (Purchasing Use Only)

Under \$36,000 Controller Approval	Date
\$36,000 or over Personnel & Finance Committee Approval Date	