



Request for Waiver of Bid Procurement

I. Program Description and Current Operations

Date: June 19, 2014

Service or Goods to be Purchased: Providing Services for the Visitor's Information Center at the Dane County Regional Airport

Estimated Expenditure Amount: \$52,000 for the first year

Vendor Name: Greater Madison Convention & Visitor's Bureau (GMCVB)

Department: Dane County Regional Airport

Name of Contact Person: Kim Jones

Name of Program: Visitor's Information Center

Requisition Number: TBD

- II. Chapter 25 of Dane County Ordinance codifies the County's purchasing and contracting process. Included in this chapter, 25.11(20) allows for exceptions to the competitive bidding process for a variety of reasons.

Below is a list of exceptions specified in the ordinance. Choose the one most appropriate to your request.

Emergency procurement

Only one vendor possesses the unique and singularly available ability to meet the Department's requirements

When unique and specific technical qualifications are required

When special adaptation for a special purpose is required

When a unique or opportune buying condition exists

- III. State your rationale for request for waiver. Please be specific.

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 GMCVB 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 five year contract with the first year at \$52,000 and options to extend four additional years with a 2% escalator each year. Funds for this service will be available in the requested 2015 budget in terminal building accounts and will be included in future year budget requests.