



Bid Waiver Form

Short Description of Goods/Services	Home Delivered Meals for City of Madison & Monona Seniors
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Date	1/22/2020
Department	DCDHS/ACS/Area Agency on Aging
Name	Angela Velasquez
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Phone	608-261-9700
Purchasing Agent	Carolyn Clow

Vendor Name	Home Health United Xtra Care, Inc.
Vendor MUNIS #	13345
Requisition #	646
Requisition Year	2021 - 2025
Total Cost	\$ 1,412,070 - estimated 5-year cost; 2020 cost - \$282,414
Vendor Quote Attached	<input type="checkbox"/> Yes – Quote is required to be attached.

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

Contract includes purchase of meals and coordination of (1) volunteer meal driver criminal screening, recruitment, and training, (2) logistic mapping of at least 10 delivery routes per day, (3) meal preparation and (4) delivery to and wellness checks on homebound seniors living in the City of Madison. Funding is based upon a negotiated unit rate of \$7.25 per meal, which includes food procurement, preparation, delivery, and site management cost. The catered meal meets the meal pattern required by federal Older American Act funding and site management meets all requirements of program operations as defined in Chapter 8 of the Manual of Policies, Procedures, and Technical Assistance by the State of Wisconsin.



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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 type="checkbox"/>	Unique and specific technical qualifications are required
<input type="checkbox"/>	A special adaptation for a special purpose is required
<input checked="" 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:

Dane County is one of a number of funders of this program. While Dane County provides 81% of the funding to operate home-delivered meals through this vendor, United Way and fundraising efforts by HHU contribute the remaining 19% of program funding. Meals provided to seniors in the City of Madison are restricted to low-income, high nutrition risk seniors, thus donations are much lower than other sites and areas of Dane County.

The program provides home-delivered meals for the entire City of Madison and Monona. From October 2018 through September 2019, Meals on Wheels provided 38,954 home-delivered meals to senior individuals, using a combined funding approach to the operation of the program. This organization has the infrastructure in place to provide the extensive number of screened volunteers necessary to deliver a daily average of 320 meals per day.

Bid Waiver Approval (Purchasing Use Only)

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