



Bid Waiver Form

Revised 01/2024

Short Description of Goods/Services	Security System Maintenance and Repairs Contract extension	Total Cost	\$303,000		
Vendor Name	SGTS	MUNIS #		Req #	
Purchasing Officer	Megan Rogan	Date	8/30/24		
Department	Sheriff's Office	Email	moore.christopher@danesherriff.com		
Name	Lt. Christopher Moore	Phone	(608)284-6096		

A VENDOR QUOTE MUST BE ATTACHED TO THE WAIVER FOR APPROVAL

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

SGTS provides preventative maintenance and repair service for the touch screen security systems, video systems, and related items for the Secure areas of the CCB, the Public Safety building, Courthouse, and is also the provider for the installation of the same services for the active South Tower portion of the Jail Consolidation Project, which is tentatively scheduled for completion in early 2027.

Send to a Purchasing Officer Once Completed



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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:

SGTS is the Sheriff's Office vendor for current video and related technologies maintenance in the Dane County Jail and Dane County Courthouse. The Sheriff's Office is requesting a waiver of bid for a three year contract term to ensure consistency and continuity of these services during the current Jail Consolidation project. Three years is the estimated amount of time for project completion and for all video and door controls to come on line under the same system.

There is significant concern that bidding these services out right now, with the possibility of awarding to a new vendor mid-jail project, could lead to complications in the current maintenance services and the Consolidation project. Many of the existing systems are slated to be replaces or upgraded during the Consolidation project. It would be difficult to price the service agreement with a different vendor as we the scope of services to change significantly during construction. There is additional equipment and maintenance that will be needed in the South Tower addition, therefore waiting until project completion to bid the service contract would be a more prudent decision.

The yearly breakdown for a 3 year contract would be as follows:

Year 1(2024-2025): \$99,000
 Year 2(2025-2026): \$101,000
 Year 3(2026-2027): \$103,000

Total: \$303,000 (9/1/24 to 8/31/27)

Bid Waiver Approval (For Purchasing Use Only)

Under \$44,000 (Controller)

\$44,000+ (Personnel & Finance Committee)

Date Approved:

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