

Request for Waiver of Bid Procurement

I. Program Description and Current Operations

Service or Goods to be Purchased: Card reader door access system & components
Name of Contact Person: Greg Brockmeyer, 608/628-6832
Department: DOA – Facilities Mgmt
Estimated Expenditure Amount: \$55,000
Name of Program: Job Center Bldg, Aberg Ave.

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.

Dane County Human Services Dept. (HS) is seeking to limit public access to certain spaces in the Job Center on Aberg Ave. There are currently eight different entities in the bldg working with different clientele, hours of operation, needs for privacy & security concerns. Based on similar needs, four other HS facilities have added card reader door access systems in the last few years. Environmental Systems Inc. (ESI) has provided the card reader door access systems at all four of these facilities. HS staff is trained in ESI's software & hardware & the different bldgs & the systems are interconnected. The HS Dept. is requesting a bid waiver to have the same vendor provide a fifth system to maintain consistency in operations, programming (current plans & future changes), parts, equipment, service and systems troubleshooting.