



Bid Waiver Form

Revised 01/2025

Short Description of Goods/Services	Vehicle Purchases - All Depts.	Total Cost	Based on budget availability.
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Vendor Name	To Be Determined	MUNIS #	N/A	Req #	N/A
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Purchasing Officer	Pete Patten	Date	1/3/2025
Department	Purchasing/All Depts.	Email	patten.peter@danecounty.gov
Name	Pete Patten	Phone	608-267-3523

A VENDOR QUOTE MUST BE ATTACHED TO THE WAIVER FOR APPROVAL

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

Any vehicle for all departments that have approved budget to purchase a vehicle in the given fiscal year.

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:

Dane County typically purchases all vehicles utilizing the State of Wisconsin contract for Ford, Chevrolet and Dodge. Dane County Purchasing assists in planning and placing orders for numerous vehicles for multiple departments. Dane County Purchasing continues to be notified by state contract vehicle vendors that vehicle orders are subject to cancellation or allocation per manufacturers. Some manufacturers are anticipating shortened model year productions, uncertain model order windows, a continued microchip shortage as well as ongoing global supply chain disruptions. All of this uncertainty combined, does not allow Departments to obtain vehicles in a manner that is beneficial to County operations.

Dealerships are also starting to obtain a better inventory (although still low by general standards) of Electric Vehicles (EVs).

Under the supervision of Dane County Purchasing, this bid waiver is requesting the ability for departments to purchase any budgeted vehicle by searching dealership inventories to directly purchase an available vehicle to fulfill the operational needs of county departments. Due to the low inventory and the other factors described above within dealer/manufacturer networks, it is important that when a vehicle is identified, that the county is prepared to make an immediate purchase.

The State Contract for vehicles will continue to be an option pursued and utilized if and when possible.

Bid Waiver Approval (For Purchasing Use Only)

Under \$45,000 (Controller)

\$45,000+ (Personnel & Finance Committee)

Date Approved:

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