



Bid Waiver Form

Short Description of Goods/Services	Providing Services for the Visitor's Information Center at the Dane County Regional Airport.
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Date	10/21/2019
Department	Airport
Name	Gene Meyers
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Phone	608-246-3391
Purchasing Agent	Carolyn Clow

Vendor Name	Destination Madison
Vendor MUNIS #	3052
Requisition #	
Requisition Year	2020
Total Cost	\$ 177,441.00 for the full three years.
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:

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 booth is staffed during critical hours every day of the week, with appropriately modified hours on holidays and during special events. The representatives need to be uniquely aware of the surrounding community and its offerings and be able to answer or find answers to a wide variety of questions from the local and visiting public. These representatives may be the first or last impression visitors have in regard to our area. These individuals also act as a constant set of eyes and ears for the airport and its various tenants, and regularly provide important feedback.



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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 checked="" type="checkbox"/>	Unique and specific technical qualifications are required
<input checked="" type="checkbox"/>	A special adaptation for a special purpose is required
<input 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:
<p>Destination Madison 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 three year contract which was negotiated at a first year rate of \$57,693 and a 2.5% escalator for both the second, (\$59,135.00), and third years, (\$60,613.00). Funds for this service will be available in the requested 2020 budget and will be included in future year budget requests. Destination Madison is keenly aware of the communities that make up the airport's air trade area. They provide over 100 hours of customer focused training to their staff members and facilitate familiarization trips for staff so that they have first hand knowledge of accommodations, services and attractions in the community. They have seven dedicated staff members as well as two fill in people to help cover all critical times. As of 7/31/19, they had assisted 5,855 airport customers - a 7% increase year over year. We feel that these attributes uniquely position Destination Madison for this important service provided at the airport.</p>

Bid Waiver Approval (Purchasing Use Only)

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