



## Bid Waiver Form

<b>Short Description of Goods/Services</b>	Terminal gate area seating
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<b>Date</b>	12/12/2018
<b>Department</b>	Airport
<b>Name</b>	William LeGore
<b>Email</b>	legore@msnairport.com
<b>Phone</b>	608-246-3389
<b>Purchasing Agent</b>	Megan Rogan

<b>Vendor Name</b>	Zoefitg
<b>Vendor MUNIS #</b>	29148
<b>Requisition #</b>	2619
<b>Requisition Year</b>	2018
<b>Total Cost</b>	\$ 201,668.00
<b>Vendor Quote Attached</b>	<input checked="" type="checkbox"/> <b>Yes – Quote is required to be attached.</b>

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

This request is for the purchase of additional passenger hold room (gate area) seating for the Dane County Regional Airport Terminal Building. The Airport has experienced a high rate of growth in year-over-year passenger enplanements, and new and expanded air service has been added. As a result, the demand for seating in all areas of the Terminal exceeds existing seating capacity. Additionally, a number of the existing seating units include seats and seat backs with upholstery that needs replacement. This purchase will include spare sets of upholstered seats and seat backs.



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Procurement Exception List	
<input type="checkbox"/>	Emergency Procurement
<input checked="" 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 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>The existing Zoefitg seating has served the Airport very well since it was installed in 2004, and all of the original seating units will remain in service. This purchase will provide additional Zoefitg branded seats to match the existing seating units and complement the finishes within the terminal.</p>

## Bid Waiver Approval (Purchasing Use Only)

<b>Under \$36,000 Controller Approval</b>	<b>Date</b>
<b>\$36,000 or over Personnel &amp; Finance Committee Approval Date</b>	