



# Bid Waiver Form

Revised 01/2024

<b>Short Description of Goods/Services</b>	Bonded movers CAPITAL CITY TRANSFER INC (1 of 2 that meet Dane County Sheriff criteria for tax deed)	<b>Total Cost</b>	\$300,000+ for 5 year
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<b>Vendor Name</b>	CAPITAL CITY TRANSFER INC	<b>MUNIS #</b>	10660	<b>Req #</b>	
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<b>Purchasing Officer</b>	Megan Rogan	<b>Date</b>	01.12.2024
<b>Department</b>	Dane County Treasurer	<b>Email</b>	gallagher@countyofdane.com
<b>Name</b>	Adam Gallagher	<b>Phone</b>	608.266.4215

**\*A VENDOR QUOTE MUST BE ATTACHED TO THE WAIVER FOR APPROVAL\***

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

Dane County has only three evictions over a ten-year period associated with tax deeds. Following a court eviction order, bonded movers need to be scheduled. There are only two bonded movers that meet the Dane County Sheriff criteria. CAPITAL CITY TRANSFER INC is one of the two approved bonded movers. A separate bid waiver is prepared for the other approved bonded mover.

The actual cost will vary based on each individual property need. Thus, the total cost over five years may exceed the estimated amount of \$300,000. These costs are recovered upon sale of the tax-deeded parcels under County Ordinance 26.

**\*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:

Each parcel is unique in regard to time and resources required to relocate personal items. Until seeing the inside of a parcel, it is impossible to know the actual cost for bonded movers. After seeing the property on eviction day, bonded movers still need to identify cost for actual hours worked, storing items up to one month, and changing of locks.

Bonded mover costs are recovered upon sale of the tax-deeded parcels.

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## Bid Waiver Approval (For Purchasing Use Only)

Under \$44,000 (Controller)

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

Date Approved:

**\*Send to a Purchasing Officer Once Completed\***