



# Bid Waiver Form

Revised 01/2025

<b>Short Description of Goods/Services</b>	Exhibition Hall Carpet	<b>Total Cost</b>	\$83,450.02
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<b>Vendor Name</b>	Mainline Carpets	<b>MUNIS #</b>	4824	<b>Req #</b>	1190
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<b>Purchasing Officer</b>	Megan Rogan	<b>Date</b>	September 2, 2025
<b>Department</b>	Alliant Energy Center	<b>Email</b>	scheibler.kevin@alliantenergycenter.com
<b>Name</b>	Kevin Scheibler	<b>Phone</b>	608-267-3982

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

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

Speciality carpet for installing and removing in exhibition halls is needed for carpeting the halls in the exhibition hall. This carpet is sold to clients as part of their rental packages and is an important inventory item for the Alliant Energy Center.

**\*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:**

Mainline Carpets is one of the only exhibition hall carpeting providers in the nation. They have provided the exhibition hall carpet for the Alliant Energy Center for over two decades. The AEC needs to purchase this carpet to match existing stock and to maintain a quality inventory. At times the entire 100,000 square feet of the exhibition hall is carpeted and the carpeting needs to match in color, thickness and texture.

## Bid Waiver Approval (For Purchasing Use Only)

☐ Under \$45,000 (Controller)

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

Date Approved:

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