



Bid Waiver Form

Revised 01/2025

Short Description of Goods/Services		Total Cost	
Vendor Name		MUNIS #	Req #
Purchasing Officer		Date	
Department		Email	
Name		Phone	

A VENDOR QUOTE MUST BE ATTACHED TO THE WAIVER FOR APPROVAL

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

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:

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

DANE COUNTY

REQUEST FOR QUOTATION (RFQ)

Revised 10.2025



Vendor Instructions:

1. Complete all pertinent text box fields highlighted in light blue ().
2. Complete the Vendor Information section on Page 2.
3. Review the Signature Affidavit and RFQ General Terms and Condition sections.
4. Sign the form in the designated signature field area and fill in the title and date fields.
 - a. Digital signature capability is provided on the document.
5. Save and email the completed document to the email address listed under the Submission Deadline section. Include any additional resource documents, if necessary.

COUNTY DEPARTMENT	Dane County Clerk		DATE ISSUED	October 23, 2025
DEPARTMENT CONTACT	NAME	Scott McDonell/Patti Anderson		
	PHONE#	608-266-4121		
	EMAIL	Mcdonell.scott@danecounty.gov or Anderson.patti@danecounty.gov		

SUBMISSION DEADLINE	10/29/2025 at 2:00 p.m. (CST)
	Email completed quote back to: anderson.patti@danecounty.gov & mcdonell.scott@danecounty.gov
	Late quotes will not be accepted

SHIP TO ADDRESS	210 Martin Luther King Jr. Blvd. Madison, WI 53703
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#	DESCRIPTION	QTY	UNIT (\$)	TOTAL (\$)
ALL BALLOTS WILL BE 8.5" WIDE				
1	BALLOTS – 11 INCH	EA	\$ 0.215	\$ TBD
2	BALLOTS – 14 INCH	EA	\$ 0.22	\$ 161,700
3	BALLOTS – 17 INCH	EA	\$ 0.225	\$ 193,725
4	BALLOTS – 19 INCH	EA	\$ 0.23	\$ TBD
5	COST FOR COLORED STRIP, IF ANY – PRICE PER EA BALLOT	EA	\$ Included	\$ 0
6	DELIVERY FEES PER TRIP (16 Stops in Dane Co)	TRIP	\$ 925	\$ 3,700
7	PERCENT INCREASE FOR 2027	%	\$ 0%	\$
8	PERCENT INCREASE FOR 2028	%	\$ 5%	\$
9	PERCENT INCREASE FOR 2029	%	\$ 5%	\$
10	PERCENT INCREASE FOR 2030	%	\$ 5%	\$
11	Poll Books Up to 100 Pages	EA Book	\$36.00	TBD
12	Poll Books Per Page Over 100 Pages	EA Page	\$0.08	TBD
DELIVERY DAYS ARO			N/A; will follow each year's Ballot Printing Timeline	

See Next Page for Vendor Information, Signature Affidavit and General Terms and Conditions

VENDOR INFORMATION	
COMPANY NAME	WPS Data Logistics
STREET ADDRESS	1717 W Broadway
CITY, STATE, ZIP	Monona, WI 53713
CONTACT PERSON	Andrew McCready – VP, Corporate Services
PHONE #	608-405-2313
EMAIL	andrew.mccready@wpsic.com
RFQ – SIGNATURE AFFIDAVIT	
In submitting and signing this RFQ response, we certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a solicitation response; that this solicitation response has been independently arrived at without collusion with any other vendor competitor or potential competitor; that this RFQ response has not been knowingly disclosed prior to the opening of submissions from any other vendor or competitor; that the above statement is accurate under penalty of perjury. Further, by submitting this RFQ response, firm agrees with all the terms, conditions, and specifications required by the County in this RFQ and declares that the corresponding RFQ response and pricing are in conformity therewith. I have read and understood the entire document. Double click on the signature line to utilize the e-signature functionality.	
Signature	Title
 Andrew McCready VP, Corporate Services	VP, Corporate Services
	Date
	11/5/2025

#	RFQ GENERAL TERMS AND CONDITIONS
1	This is a request for quotation, not an order or acceptance of an offer.
2	Quoted prices shall exclude federal, state and local taxes. Reference State Statute sec. 77.54(9a) and 77.55(1). Wis. Stats. The Dane County's CES number is 008-1020421168-06.
3	Quote price FOB destination. Quote must include estimated shipping costs, if applicable.
4	Payment terms are net 30 days.
5	Quote shall remain fixed and valid for acceptance for sixty (60) calendar days starting on the submission deadline date.
6	Quantities are based on estimated/expected needs, and may vary based on actual needs.
7	Include name of manufacturer, model and/or part numbers, where applicable.
8	Any deviations from the specifications must be clearly noted on the quote form.
9	Unless otherwise indicated, all items shall be new, current production, and first quality.
10	All items quoted shall comply with all applicable federal, state and local laws and regulations.
11	The County reserves the right to split the quote award by items, if advantageous to do so.
12	No work resulting from this quote may be sublet/assigned by the vendor without the prior approval of Dane County.
13	Dane County reserves the right to accept or reject any or all quotations, to waive any technicality, or to select any part of a quotation that it deems to be in its best interests.
14	The County reserves the right to terminate any agreement due to non-appropriation of funds or failure of performance by the vendor. Vendor shall be liable for services or goods provided to County prior to effective date of termination, providing they meet specifications.
15	In no instance shall the Vendor invoice the County for an amount or item not authorized by the County on the issued contract and/or purchase order.
16	All Dane County Standard Terms and Conditions apply and can be found by visiting: https://www.danepurchasing.com/documents/pdf/terms-and-conditions.pdf .