



# Bid Waiver Form

Revised 01/2024

<b>Short Description of Goods/Services</b>	Food scrap kiosk production and marketing	<b>Total Cost</b>	\$65,100		
<b>Vendor Name</b>	Madison Childrens Museum Foundation Inc	<b>MUNIS #</b>	29179	<b>Req #</b>	2583
<b>Purchasing Officer</b>	Peter Patten	<b>Date</b>	09/18/2024		
<b>Department</b>	Waste & Renewables	<b>Email</b>	Gobster.Delaney@danecounty.gov		
<b>Name</b>	Delaney Gobster	<b>Phone</b>	608-206-6952		

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

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

The Dane County Department of Waste & Renewables is launching a public food scrap collection program to encourage the diversion of organics from the landfill. We seek to build five public drop-off kiosks, hosted at municipal partner sites throughout the county. The kiosks will be branded with accessible educational/ marketing materials about the food scraps collection program in order to make members of the public aware of how to properly participate and prevent waste stream contamination.

Kiosk design will take place between Oct - Dec 2024 and followed by construction between Jan - May 2025. Final placement at host sites is anticipated to occur by Summer 2025. Educational and marketing materials will be developed for the program as well (between Oct 2024 - Feb 2025). Testing of preliminary materials will occur before finalizing. Translation of materials will occur after materials are finalized.

In order to ensure the cohesive branding of kiosk program materials with existing departmental marketing/ media (i.e. the Dane County Trash Lab) and ongoing projects (i.e. the Sustainability Campus), the kiosk design group must also consult with ongoing departmental branding projects.

The attached preliminary quote for the kiosk design/ construction, related food scraps educational/ marketing materials, and Sustainability Campus branding consultation is estimated to be \$65,100.

See link below for Dane County Trash Lab background web page:  
<https://landfill.danecounty.gov/projects/WastandRenewableProjects/Trash-Lab>

See link below for Sustainability Campus background web page:  
<https://landfill.danecounty.gov/projects/WastandRenewableProjects/Sustainability-Campus>

**\*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:

The Dane County Department of Waste & Renewables (W&R) was recently awarded funds through the USDA Compost and Food Waste Reduction grant program for the production of public food scrap kiosks and development of related program materials. The Madison Children's Museum (MCM), as a previous project partner of W&R, provided a letter in support of our application to the USDA for these funds. W&R was granted these funds based on the technical expertise of the proposed team, including MCM. Furthermore, the MCM has been an active participant in the stakeholder feedback process alongside municipal partners since the USDA grant was awarded this June 2024.

Unique technical qualifications are required for the public facing design and fabrication of this project, skills that are the of expertise of the MCM. As a local nonprofit, MCM has been designing educational exhibits for all ages and abilities within the Madison community for over 40 years. The MCM undoubtedly meets the qualifications for the production of our public kiosks, which will serve as both functional collection points and an educational experience.

From their previous work creating the Dane County Trash Lab, and its branded educational materials, the MCM design team has first hand experience curating projects for the W&R department. Due to this experience W&R believes it would be best to work with MCM, to continue their work developing a cohesive brand for the department, as a main group who has contributed to our public education materials in the past.

The mobile Trash Lab exhibit reaches over 10,000 community visitors annually, and W&R staff have had immense success with the lab in terms of reaching visitors conceptually and operationally, due to the accessible educational and functional design. In launching our new public kiosk program, we will require this level of design expertise in order for our new food scrap collections outreach to be a success. From our experience and previous searches, MCM is uniquely qualified to offer the quality expertise in all necessary areas of educational design, functional construction, and cohesive branding.

## 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\***



# QUOTE

## Food Waste Kiosk Proposal

September 16, 2024

This quote covers content development, design, and construction of new Food Waste Kiosks and covers the time period between October 15, 2024 and December 1, 2025. The contract will be between Dane County Department of Waste & Renewables (owner) and Madison Children's Museum (contractor).

During contract period, Madison Children's Museum will work with Dane County staff and independently to:

**(M2) Develop food scrap collection kiosk schematic with project partners**

12 hours BB (October-December)  
24 hours NN (October-December)  
24 hours Contractors (October-December)

**(M3) Construct 5 food waste kiosks**

24 hours NN: meetings, contractor coordination, construction drawings (January-May 2025)  
196 hours Contractors  
Construction: (174 hours January-May)  
Material collection (10 hours September-February)  
Delivery to single site (12 hours May) for distribution by County

**(M4) Develop and design branding, signage, and educational materials**

12 hours BB (October-February)  
100 hours NN (October-February)  
Style guide, kiosk signage, outreach materials (M9)  
Installation before delivery

**(M5) Ensure accessibility of materials**

8 hours NN  
12 hours CC  
Testing with visitors at MCM (January 2025)  
Translation coordination (March 2025), design layout  
Translation estimate: \$1,000

**(M6) Coordinate production of signage and outreach materials**

8 hours NN (April-May 2025)



**MCM DEVELOPMENT AND CONSTRUCTION TEAM**

Labor expenses at \$90/hr:

Brenda Baker, Director of Exhibits	24 hours (M2, M4)
Charlotte Cummins, Director of Community Partnerships	12 hours (M4)
Nadia Niggli, Director of Design & Exhibit Development	164 hours (M2, M3, M4, M5, M6, M9)
Fabrication Contractors	220 hours (M2, M3)

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**Total labor costs** 420 hours = **\$37,800.**

**MATERIAL COST ESTIMATES**

Kiosk lumber (new and reclaimed processing) (M3)	\$10,000
Waste bins (not included; provided by Dane County)	\$0
Signage printing costs (M4, M6) partner)	\$4,500 (external print partner)
Print outreach materials (M4, M6)	\$3,000 (external)
Future restocking/year	(not included)
Contingency (increased time and material costs)	\$6,000

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**Total material cost estimate** **\$23,500.**

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**TOTAL labor and material costs** **\$61,300.**

**GENERAL ASSISTANCE**

Consultation fee for Sustainability Campus branding	<b>\$3,800.</b>
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Project Total: \$65,100



**Dane County Department of Waste and Renewables will:**

- Outline clear project goals and target audience to be served.
- Compile and share research of existing examples of similar projects.
- Collect and select educational content that best aligns with the content outline.
- Meet with MCM staff at least four times (may be virtually) to review and give feedback.
- Coordinate use of Dane County print resources or kiosk material collection, or obtain permission and budget to work with fabrication contractors and outside print partner.
- Clarify goals regarding number and scope of outreach deliverables.
- Sign off on project direction at key project milestones.

**TERMS**

One half of total labor and materials costs to be paid to MCM by November 15, 2024.

Other half of total labor and materials costs to be paid no later than September 1, 2025.

**GUARANTEE OF WORK**

MCM guarantees work against defect for the first 12 months of use. Damage caused by the public, extreme weather, or accidents are not covered by this guarantee.

Maintenance beyond a year after delivery will be negotiated on a contract basis at an hourly rate of \$90/hour/person.