



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



Bid Waiver Form

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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

August 26, 2025

Mr. Mark Papko, Airport Director
Dane County Regional Airport
4000 International Lane
Madison, WI 53704

RE: Fee Estimate for Rental Car (RAC) Consulting Services for Dane County Regional Airport

Dear Mr. Papko:

Thank you for the opportunity to propose our airport business consulting services to the Dane County Regional Airport. Based on our discussion regarding your expired rental car agreements, the following presents our proposed work plan budget for the Rental Car Solicitation Process and Customer Facility Charge (CFC) Implementation:

<u>Rental Car Solicitation Process - Service Hours by Task</u>	<u>Hours</u>
• Review current On-Airport RAC operations including current business deal, revenues, facilities, historical relationships, similar/peer airports comparison, current agreements	32
• Internal Meetings with Airport, Purchasing & Committees as necessary to discuss objectives, schedule, state of the industry, last solicitation process, suggested changes, deliverables and expectations	16
• Rental Car Information and Listening meeting prior to solicitation	8
• Develop or Update Off-Airport Permit/Agreement	12
• Develop Competition/Bidding Strategy & Analysis for counter spaces and parking blocks	16
• Development of solicitation documents and agreements / Document reviews	44
• Pre-bid/proposal meeting	8
• Review RAC comments & questions / Develop Addendum	20
• Review Bids/Proposals and Space Selection Meeting	10
• Committee/Board Presentation as requested	<u>16</u>
Total Hours	<u>182</u>
Rental Car Solicitation Task Consulting Budget	\$ 64,402

<u>Customer Facility Charge Implementation - Service Hours by Task</u>	<u>Hours</u>
• Review federal, State of Wisconsin and local regulations regarding the implementation of a CFC	6
• Identify and Discuss Potential uses for CFC Funds	8
• Develop estimates of the financial requirements	10
• Investigate comparable airports for CFC collection rates and projects	6
• Prepare projections of annual rental car CFC collections	6
• Compare the annual financial requirements with the projected annual CFC collections and consider alternative CFC levels	6
• Develop strategy for CFC implementation	8
• Draft verbiage for official County action for the implementation of the CFC	14
• Draft verbiage for communication of the CFC implementation	<u>16</u>
Total Hours	<u>80</u>

CFC Implementation Task Consulting Budget **\$ 28,144**

Total Services Estimate **\$ 92,546**

Travel and Expenses (estimate based on 4 trips) **6,000**

Total Rental Car Services Budget **\$ 98,546**

Services will be billed monthly on a percentage complete basis. Out of pocket expenses will be billed based on actual expenses with no markup. We are prepared to begin these services as soon as possible. Additionally, we have attached a proposed schedule for the rental car solicitation process and the CFC Implementation.

If you need additional information or have any questions, please contact me at (303) 601-6234. Thank you for your consideration. We look forward to working with you on this important project.

Sincerely,

Lynn Leibowitz
President

**DANE COUNTY REGIONAL AIRPORT (MSN)
Madison, Wisconsin**

Rental Car Agreement Solicitation

Preliminary Schedule

<u>Timeframe</u>	<u>Activities and Services</u>
	Notice to Proceed
Month 1	Review current On-airport RAC operations; Review various terms and conditions for the new RAC agreement; Review Off-Airport operator agreement and any RAC related resolutions Internal Meetings with Airport, Purchasing & Committees to discuss objectives, schedule, state of the industry, last solicitation process, suggested changes, deliverables and expectations
Month 2	RAC Information and Listening Meeting – Discuss solicitation process, discuss proposed terms and conditions and obtain RAC feedback Develop competition/bidding strategy & analysis for counter spaces and ready return parking blocks; Develop solicitation documents, Sample Agreement (On-airport); Review/Develop Sample Agreement (Off-Airport)
Month 3	Update Board/Committee as required Advertise solicitation Rental Car Pre-bid/proposal Meeting Final Questions Due from RACs
Month 4	Review RAC questions and develop addendum with Airport Issue Addendum
Month 5	Bids/Proposals Due Review of Bids/Proposals
Month 6	Space Selection Meeting Committee/Board Approval of New Agreements Transition Process Meeting
TBD	Transition
TBD	New Agreements Effective

**DANE COUNTY REGIONAL AIRPORT (MSN)
Madison, Wisconsin**

CFC Implementation

Preliminary Schedule

<u>Timeframe</u>	<u>Activities and Services</u>
	Notice to Proceed
Month 1	Review federal, State of Wisconsin and local regulations regarding the implementation of a CFC Identify and Discuss Potential uses for CFC Funds; Develop estimates of the financial requirements; Investigate comparable airports for CFC collection rates and projects; Prepare projections of annual rental car CFC collections; Compare the annual financial requirements with the projected annual CFC collections and consider alternative CFC levels
Month 2	Develop Strategy for CFC Implementation
Month 3	Draft verbiage for Official County Action
Month 4	Draft communication for implementation
TBD	CFC Effective Date

Note: CFC development and implementation does not need to coincide with the development of the Rental Car Concession solicitation and new agreement.