



Bid Waiver Form

Revised 01/2024

Short Description of Goods/Services	Event Cleaning Services	Total Cost	\$20,000.00		
Vendor Name	A&L Cleaning Services	MUNIS #	22055	Req #	2688
Purchasing Officer	Pete Patten	Date	10/17/2024		
Department	Alliant Energy Center	Email	scheibler.kevin@alliantenergycenter.com		
Name	Kevin Scheibler	Phone	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:

The Alliant Energy Center has a wide range of events that take place on an irregular schedule and bring highly variable numbers of guests to the campus. The AEC is required to provide cleaning services for clients to meet a high level of expectations before and during their events. This type of event schedule requires that the AEC surge beyond the number of full time and LTE staff employed by the County to meet these needs. In order to meet these needs, the AEC requires the ability to use an outside provider to surge for these events. In this case, the AEC is requesting a bid waiver for surge cleaning services for campaign related events and other potential events through the end of the year to ensure a high level of service.

Send to a Purchasing Officer Once Completed



Bid Waiver Form

Revised 01/2024

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:

A&L Cleaning has provided surge cleaning services to the AEC since September 2019. They have provided a high level of service to the AEC. Their staff are trained to work on campus with oversight from the Deputy Director - Facilities & Operations. They are knowledgeable of the AEC facilities and practices.

The AEC would like to contract with A&L Cleaning for the remainder of 2024 via a bid waiver and a bid is currently being evaluated for surge cleaning services to initiate a permanent contract for future years to ensure compliance with purchasing ordinance.

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