



WAIVER OF PURCHASING POLICIES

WAIVER OF SOLICITATION ☒ WAIVER OF QUOTE ☐ SOLE SOURCE ☐
PROPRIETARY ☐ SELECT SOURCE ☐ FOR INFORMATION ONLY ☐

DESCRIPTION OF PROJECT: Inmate Library - Arapahoe Library District

PRICE: \$303,000

ANNUAL MAINTENANCE: \$

FIXED ASSET Yes ☐ No ☒

FIXED ASSET #

COST CENTER # 1070500000 G/L # 54382 45%

COST CENTER # 2070100000 G/L # 54360 55%

JUSTIFICATION:

ACSO requests a Waiver of Solicitation for Inmate Library Services. The Arapahoe Library District has provided library services to the Inmates at the Arapahoe County Detention Facility since 1985. While this is not considered a public branch of the Arapahoe Library District and is not funded by them, the Detention Facility is a working branch of the Arapahoe Library District and funding is provided through the Arapahoe County Sheriff's Office. This partnership allows the Arapahoe Library District to serve the inmate community and the Arapahoe County Sheriff's Office staff working at the Detention Facility by providing legal resources as well as a recreational reading section of books and publications. Arapahoe Library District was the only bidder in the last formal solicitation, RFP-17-71, and before that, the RFP planned for 2009 was cancelled because Aurora Public Library declined to submit a quote after being directly contacted by Arapahoe County. Due to the extremely low level of interest among other library providers and ACDF's satisfaction with the Arapahoe Library District, we request a Waiver of Solicitation to enter into contract with Arapahoe Library District for 1+4 years.

Requestor Name, Signature & Telephone Number

Date

Elected Official/Department Head

Date

Purchasing Manager

Date

Comments:

Waiver approved, BoCC Reso #21-062. Requestor to proceed with PO

Yes ☐ No ☐

Requestor to schedule BoCC Drop In & Create Board Summary Report

Yes ☐ No ☐

Todd Weaver, Director of Finance (not to exceed \$100,000)

Date

BOCC, Chair

Date

Requestor to schedule BoCC Consent Agenda & Board Summary Report

Yes ☐ No ☐

Resolution # _____

Per BoCC Resolution #21-062, Purchasing Manager has authorization for sole approval up to \$100,000 plus exemptions to Policy