

---

**BID WAIVER INFORMATION FORM  
TO ACCOMPANY LEGISLATION  
(LIMIT YOUR RESPONSE TO THIS SHEET)**

---

**1. Reasons for waiving City Code bid procedure:**

- emergency breakdown causing unplanned need
  - item to be purchased is of a perishable nature
  - need to extend an existing contract
  - there is not enough time to obtain formal bids to satisfy need
  - non-price error on either the bidder's or the City's part in the bid proposal
  - a new law or regulation requires immediate compliance
  - other \_\_\_\_\_
- 

**2. Detailed explanation of reason (must be completed by division):**

The original contract was for the period January 1, 2009 through January 1, 2012 to provide the public the ability to purchase building permits online. The intention was to have a new contract in place for these services beginning 2012, but in an effort to possibly consolidate various City contracts for these services, the timing of any new contract will not be until later in 2012. Competitive bidding is anticipated in the future once the various City contracts are consolidated.

---

**3. Informal procedure used:**

- telephone quotations
  - written quotations
  - negotiations
- 

**4. Informal bids received and prices for each:**

Same terms and conditions being extended from original contract.

---

**5. If lowest bid was not accepted, explain criteria for award: N/A**

---

**APPROVED BY:** \_\_\_\_\_  
(authorized signature)

**DATE:**

---