

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

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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 – The Department of Public Safety / Division of Fire (CFD) is requesting a bid waiver on the purchase and installation of weather monitoring equipment for The Division of Fire's HazMat4 response unit.
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2. Detailed explanation of reason (must be completed by division):

The Division of Fire (CFD) is in need of purchasing weather monitoring equipment and it's installation used by the Division of Fire's Hazardous Materials Response unit HazMat4. The existing equipment, which is used in daily hazardous materials responses, is in need of immediate upgrade/replacement. Farber Specialty Vehicles is the original manufacturer of the aforementioned unit (tagged as HZ4), and is familiar with the original design and layout of the response unit, which would facilitate a more expedient delivery of the equipment upgrade (some of which is non-operable), thus CFD is requesting a Bid Waiver on this purchase.

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3. Informal procedure used:

- telephone quotations
  - written quotations
  - negotiations
  - formal bids
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4. Informal bids received and prices for each: See attached quote.

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

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APPROVED BY: \_\_\_\_\_ DATE \_\_\_\_\_  
(Authorized Signature)