

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

1. Reason(s) for Waiving City Code Bid Procedure:

- Purchase made from sole source.
- Emergency breakdown creating an unplanned need.
- Item to be purchased is of a perishable nature.
- It is impossible to obtain bids to satisfy need with time required by formal bidding process.
- Need to extend or increase an existing contract.
- Non-price errors on either the bidder's or the City's part in the bid proposal.
- A new law or regulation which requires immediate compliance.
- Other:

Explanation:

This is for security system materials and installation for City owned building. City uses Matrix system. The fee proposal is for \$38,079.00 with a contingency of \$3,921.00 (delivery and potential extras) to total \$40,000.00

2. Was Informal Bid Procedure Used: Yes No Explain:

3. Informal Bid Received and Prices for Each:

N/A

4. If Lowest Bid Was Not Accepted, Explain:

N/A

Approved _____
Director, Recreation and Parks Department

Date: _____