

**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 – The Public Safety Department is requesting a bid waiver on the inspection trips associated with the Pierce ladder not included on State Term Schedule (STS618) ~ eight (8) CFD personnel @ \$600/person/trip, and also for the purchase and installation of all pertinent equipment required for use on the respective Horton EMS Transport Vehicles. The Horton EMS vehicles are being purchased off State Term Schedule (STS233), and the pertinent equipment required for use on these EMS vehicles is not included on STS233.
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2. Detailed explanation of reason (must be completed by division):

The Division of Fire is in need of inspection trips associated with the Pierce ladder at a cost of \$600/person/trip – these trips are not included on State Term Schedule STS618. The Division of Fire is also in need to purchase pertinent equipment and installation for use on the Horton EMS Vehicles also included on this ordinance. The Horton EMS vehicles are being purchased off State Term Schedule (STS233), and the pertinent equipment required for use on these EMS vehicles is not included on STS233. This pertinent equipment will be installed on the Horton vehicles as they are being manufactured. If this equipment were formally bid out and purchased from a 3rd party, said equipment would be drop-shipped to Horton, thus delaying both the manufacturing schedule and delivery of these important vehicles.

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.

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

N/A

APPROVED BY: _____ DATE _____
(Authorized Signature)