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
(X) 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
(X) other – waiver necessary due to changes to State of Ohio STS procurement provisions

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

The Division of Fire, is in need to purchase the fire apparatus and related equipment as specified in this ordinance to replace venerable front line emergency response vehicles, and outfit these vehicles with necessary firefighting equipment. The Division of Fire is requesting a Bid Waiver for the Sutphen Corporation and Pierce/Finley Fire purchases as there is not enough time to obtain formal bids to satisfy the Columbus City Purchasing Code and State of Ohio STS bidder provisions.

The Howell Rescue Systems purchase will be made via sole source procurement policy, however a waiver of competitive bidding/sale of surplus requirements of the City Code is requested to accommodate the trade-in of venerable equipment that will reduce the capital outlay of this purchase.

3. Informal procedure used:

( ) telephone quotations
(X) written quotations from Sutphen Corp., Finley Fire Equipment, and Howell Rescue are attached
( ) negotiations
( ) formal bids

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)