

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

The Division of Fire is in need to purchase medium duty medics; negotiations were entered into with Horton Emergency Vehicles for the purchase of fourteen (14) medium duty medics/ambulances in lieu of formal bidding resulting in an informal bid quotation mutually accepted by both parties.

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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)