

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

During emergency medical runs and transports, the Division of Fire uses a variety of miscellaneous medical supplies, such as needles, gauze, bandages, etc., to treat patients in need. The resulting waste is biohazardous in nature, and is safely contained until it can be collected and disposed of properly. The Division of Fire contracts for the collection and removal of this biohazardous waste from its fire stations on an as needed basis, and is in need to waive bidding and extend the current contract with MaxResources dba CleanScene BioRecovery Services so that these services can continue.

3. Informal procedure used:

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

N/A

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

N/A

APPROVED BY: _____ DATE _____
(Authorized Signature)