

**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

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

A bid waiver request is made to purchase the AED's from Medtronics Physio-Control. The Health Department purchased five AED's from Medtronics Physio-Control in May of 2003. The currently negotiated purchase price is lower than the previously competitively bid award amount. Additionally, a bid waiver will allow these important safety devices to be installed in a timely fashion.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

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)

