

**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 – There is not enough time to re-bid with revised specifications to meet needs.
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2. Detailed explanation of reason (must be completed by division):

The Division of Fire has an immediate need to purchase two (2) aerial ladders for it's fleet of fire apparatus. Formal bids were solicited with no bidders submitting responsive bids. The bids were considered on an informal basis, with American LaFrance being chosen as the best bid. The lowest numerical bidder was not chosen as the apparatus bid did not meet the minimum requirements of ladder height.

Competitive bidding is being waived for this purchase.

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:

See above #2.

APPROVED BY: _____ DATE _____
(Authorized Signature)