

**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):

The Division of Fire supplies each of its facilities with a compliment of linen of various types for necessary household uses. The current contract with Economy Linen expires September 30, 2005, leaving the Division of Fire no time to solicit formal bids for a new universal term contract.

The legislation that this waiver accompanies authorizes the Finance Director to issue a purchase order to Economy Linen & Towel Service, the current vendor for this service commodity, in the amount of \$20,000.00; this purchase order should afford the Division of Fire the time necessary to submit universal term contract specifications to the Purchasing Office for bid solicitation and award.

Economy Linen & Towel Service Inc. has agreed to hold their current pricing for these services through June 30, 2006.

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)