

**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 – The Public Safety Department is requesting a bid waiver so the Division of Fire may purchase the same Knox Key Retention system ("Knox Boxes") which is currently in use by the business and building owners within the City, and built into and used on the Division of Fire's apparatus. A formal bid process could possibly result in an award being made to a new, different key retention system's product, which would require a change out of systems. A change out of systems would put an undue hardship on every business in the City that currently has a Knox Box on their building, as it would result in each building or business owner incurring a cost of approximately five-hundred (\$500.00) dollars, per box, to change out their entire locking system, while also requiring equipment modifications on all of the Division of Fire's apparatus.
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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 eight (8) medium duty medics/ambulances in lieu of formal bidding resulting in an informal bid quotation mutually accepted by both parties.

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.

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

N/A

APPROVED BY: _____ DATE _____
(Authorized Signature)