

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

A Guaranteed Maximum Cost Agreement was negotiated by the Development Department on behalf of the Public Service Department with the Capital Crossroads Special Improvement District. The assumption behind such an arrangement is that the Capital Crossroads Special Improvement District is better positioned than is the City to oversee performance of the implementation of the Downtown Wayfinding Signage Program, which will be performed by a contractor of Capital Crossroads Special Improvement District's choice (hence the need to waive formal competitive bidding requirements).

A detailed project description is included with this legislation in the document titled "Downtown Wayfinding Project Description Attachment".

3. Informal procedure used:

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

Capital Crossroads Special Improvement District \$838,000.00

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

n/a

APPROVED BY: _____ **DATE** _____
(authorized signature)