

**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 – SRMC has completed approximately 80 of the Fire assessment; this ordinance will allow for the completion of the project
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2. Detailed explanation of reason (must be completed by division):

The Division of Fire's outdated security access is in need of immediate analysis and updating; Security Risk Management Consultants, Inc. has completed the majority of the assessment of the Fire Division; this ordinance will establish funding for the completion of this project.

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)