

**BID WAIVER INFORMATION FORM  
TO ACCOMPANY LEGISLATION  
(LIMIT YOUR RESPONSE TO THIS SHEET)**

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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 – A bid waiver is necessary due to a mathematic error and exceptions to bid specifications within the bidder's proposal that made the bid non-responsive.
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2. Detailed explanation of reason (must be completed by division):

Bids were solicited by the Purchasing Office, via Solicitation SA005602, and were opened on October 16, 2014. One (1) bid was received on this solicitation from Summit Fire Apparatus and the Division of Fire recommends acceptance of this bid. However, a mathematic error and exceptions to bid specifications within the bidder's proposal made the bid non-responsive, thus necessitating a bid waiver.

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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

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

N/A

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APPROVED BY: \_\_\_\_\_ DATE \_\_\_\_\_  
(Authorized Signature)