

**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 Department of Public Safety / Division of Fire (CFD) is requesting a bid waiver on the purchase of Knox Boxes Home equipment for use by the Division of Fire/Fire Prevention Bureau (CFD/FPB). The Knox Box system is currently built into – and used on – CFD's fire apparatus.
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2. Detailed explanation of reason (must be completed by division):

The Division of Fire (CFD) is in need of purchasing Knox Boxes Home equipment for use by the Division of Fire/Fire Prevention Bureau which is currently built into and used on CFD's fire apparatus. The Knox Box Rapid Entry products are self-contained units that retain a master key in each fire emergency vehicle which allows emergency responders with a mechanism to rapidly access locked or restricted areas, thus reducing property damage, liability for lost keys, and decreasing on-scene time awaiting the arrival of a key holder to gain entry into the building or home, which facilitates a more expedient delivery of emergency services. Knox Box produces and sells their products directly to the end user. CFD is requesting a Bid Waiver on this purchase so that the same Knox Box system that is currently in use by both business and home owners may be acquired. A formal bid process could result in an award being made to a different key retention system product which would require a change out of systems, and put an undue hardship on every business and/or home owner incurring a cost to change out their entire locking system, while also requiring equipment modifications on all CFD's apparatus (\$175/home & \$500/business).

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)