

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

Overview: The objective is to expedite the delivery of four (4) Heavy Duty (HD) dump trucks with snow plows, improve the quality, reduce costs and improve warranty related items on the "body" of the truck for the Department of Public Service. The Committee consists of the Division of Planning and Operations, Fleet Management Division and the Purchasing Office who have met and examined the "test" method of acquiring four (4) HD dumps. The proposed method entails procuring all the necessary parts and components from existing State of Ohio contracts, and then contracting with a local vendor to assemble (up-fit) the complete unit. The Division of Planning and Operations (P/O) has been approved to purchase four single axle dump trucks FY 2010 and would like to expedite the delivery of these units through the "test" method. The need is great in P/O for snow removal equipment and the Committee has determined that the "test" method for acquiring these units will significantly reduce timelines for deliver of the same - in fact we expect that these units could be "in-service" no later than early 1st Quarter FY 2011 for snow removal.

Method: All the main parts and components and the cab and chassis necessary for the building of the single axle dump trucks are available on existing ODOT contracts with the exception of the snow plow which is available on an Ohio Department of Administrative Service Cooperative Contract. The Division of Planning and Operations will purchase all items from the appropriate contracts, drop shipping all parts/pieces to a qualified up-fitter. Pengwyn Hydraulics is the preferred vendor for up-fitting. This decision was based upon their current and previous experience up-fitting similar units for the cities of Dublin, Upper Arlington, Westerville and other surrounding communities - they are a local vendor with specific experience and quality controls in place to significantly improve the quality of the final product as well as reduce both the expense and time frame to build the same unit.

3. Informal procedure used:

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

<u>Company</u>	<u>Item</u>	<u>Bid Amount per Unit</u>	<u>Status</u>
HYO dba Pengwyn Hydraulics	Dump Truck Upfitting	\$17,000.00	Majority

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

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