

**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):

The Division of Fire supplies each of its firefighters with a uniform compliment. The current contract with Roy Tailor expired June 30, 2005; specifications were finalized in March 2006 for the new competitively bid contract.

The legislation that this waiver accompanies authorizes the Finance and Management Director to issue a purchase order to Roy Tailor, the last vendor for this commodity, in the amount of \$350,000.00; this purchase order should afford the Division of Fire the time necessary to submit universal term contract specifications to the Purchasing Office for bid solicitation and award.

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)