

**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 – waiver necessary to complete the final phase of this replacement project with standardized commercial fitness equipment supplied by the sole distributor
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2. Detailed explanation of reason (must be completed by division):

The Division of Fire, is requesting a bid waiver to complete the final phase of this replacement project with standardized exercise equipment as specified in this ordinance. G&G is the sole distributor of this commercial fitness equipment for this region, and the manufacturer has agreed to waive the recent 6% surcharge on the elliptical equipment that commenced on all products on August 1, 2021.

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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: See attached quote.

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

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APPROVED BY: Ned Peck DATE 8-20-2021  
(Authorized Signature)