

**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):

There is an immediate need for the Division of Fire to purchase an engine; funds have been approved for transfer from the Special Income Tax Fund for this purchase, as there are insufficient funds within the Safety Voted Bond Fund for this purchase. Various manufacturers were surveyed to find a vehicle in production that would be available within a short period of time. Findley Fire Equipment has an engine in production that would meet the Division of Fire's needs; it will be available in September, months earlier than if bids were solicited via formal bid process.

Please refer to the other attachments for additional details.

3. Informal procedure used:

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

Base Vehicle Price:	\$202,000.00
Loose Equipment:	<u>\$ 97,520.00</u>
Total Quoted Price:	\$299,520.00

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

N/A

APPROVED BY: _____ DATE _____
(Authorized Signature)