

**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 – Purchasing standardized apparatus and related equipment directly from manufacturer.
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2. Detailed explanation of reason (must be completed by division):

The custom apparatus purchased from Horton Emergency Vehicles has been the Fire Division's standardized equipment for several years, in an effort to control the quality, durability and customizability, as well as the cost effective approach that has resulted from negotiating directly with the manufacturer during the build process. The Division of Fire is able to control costs to remain within budgeted funding, and manage lead times. The subsequent contracts established by Fleet Management with Horton Emergency Vehicles has also simplified the managing of parts/service after purchase.

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

Ordinance #: 3270-2023

APPROVED BY: _____ DATE _____
(Authorized Signature)