

BID WAIVER INFORMATION FORM
TO ACCOMPANY LEGISLATION
(LIMIT YOUR RESPONSE TO THIS SHEET)

1. Reason(s) for Waiving City Code Bid Procedure:

- Purchase made from sole source.
- Emergency breakdown creating an unplanned need.
- Item to be purchased is of a perishable nature.
- It is impossible to obtain bids to satisfy need with time required by formal bidding process.
- Need to extend or increase an existing contract.
- Non-price errors on either the bidder's or the City's part in the bid proposal.
- A new law or regulation which requires immediate compliance.
- Other: Unique nature of services provided.

Desman is currently under contract to provide a property condition assessment of the structure to identify items requiring renovation and the associated construction cost thereby providing it with a strong knowledge base of the technical specifications required for the renovation project. It is both cost and time efficient and logical to have Desman proceed to build on its initial assessment and construction cost analysis to develop construction drawings of the garage and prepare a bid document package with technical specifications describing the renovation work to be completed thereby enabling the City to solicit bids from qualified contractors in the shortest timeframe. Competitive bidding of these professional services would create a four to five month delay in allowing the City to solicit bids from qualified contractors. This shortened time frame allows the City to immediately begin renovation work upon the City's acquisition of the property and complete weather sensitive work before the winter season, thereby allowing for the City's occupancy of the garage in compliance with the City's timeline for consolidation and relocation of other City parking functions.

2. Was Informal Bid Procedure Used: Yes No Explain:

3. Informal Bid Received and Prices for Each:

4. If Lowest Bid Was Not Accepted, Explain:

Approved: _____

Date: