

**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 – waiver necessary to purchase this standardized commercial fitness equipment by sole distributor
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2. Detailed explanation of reason (must be completed by division):

The Division of Fire is in need to purchase this 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 6% surcharge on the elliptical equipment that commenced in August 2021.

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 #:1534-2022

APPROVED BY: _____ DATE _____
(Authorized Signature)