

**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 – The Public Safety Department is requesting a bid waiver so that the best possible price may be obtained by having the Purchasing office negotiate directly with the vendor, Horton Emergency Vehicles. The Division of Fire has utilized Horton Emergency Vehicles as the primary supplier of medics for over a decade; Horton, a local company, has proven to manufacture and maintain a reliable vehicle, and provides excellent service to the Division of Fire and the Fleet Management Divisions. Purchasing Horton vehicles also enables the City to standardize units which decreases the number of parts carried on inventory and enables Fire to train Emergency Services personnel on a standard unit.
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2. Detailed explanation of reason (must be completed by division):

The Division of Fire is in need to purchase medium duty medics; negotiations were entered into with Horton Emergency Vehicles for the purchase of eight (8) medium duty medics/ambulances in lieu of formal bidding resulting in an informal bid quotation mutually accepted by both parties.

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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: \_\_\_\_\_ DATE \_\_\_\_\_  
(Authorized Signature)