

**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 – An evaluation committee consisting of three representatives from the Fire Division, two from the Fleet Management Division, one from the Public Safety Director's Office, and one from the Financial Management Division scored and ranked written proposals and oral presentations submitted by three offerors; after evaluating all offers and viewing three presentations, in compliance with Columbus City Code 329.14(g), the committee submitted final rankings with Sutphen Corporation receiving the highest number of points. Competitive bidding is being waived for this purchase, as no provision exists within the City Code for such an evaluation process.
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2. Detailed explanation of reason (must be completed by division):

The Division of Fire is in need to purchase a midship mounted aerial ladder; after the committee's evaluation, negotiations were entered into with Sutphen Corporation for the purchase of one (1) midship mounted aerial ladder, resulting in an informal bid quotation mutually accepted by both parties.

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.

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

N/A

APPROVED BY: _____ DATE _____
(Authorized Signature)