

**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 – The Department of Public Safety / Division of Fire (CFD) is requesting a bid waiver on the purchase and installation of pertinent EMS transport equipment and ambulance cots being acquired from Horton Emergency Vehicles and Stryker EMS Equipment, respectively, for The Division of Fire's front line emergency response apparatus so as not to delay the delivery and reduce the over cost purchasing directly from the manufacturer.
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2. Detailed explanation of reason (must be completed by division):

The Division of Fire (CFD) is in need of purchasing pertinent EMS equipment and the installation thereof for the Horton EMS vehicles and Stryker ambulance cots that do not appear on the State Term Schedules referenced in the ordinance. This integral equipment will be installed on the Horton EMS vehicles during the manufacturing process and bidding said equipment would delay the delivery as well as increase the price per unit if not purchased directly from the manufacturer, thus CFD is requesting a Bid Waiver on this purchase.

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)