
**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 Readiness.
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2. Detailed explanation of reason (must be completed by division):

This purchase was made in collaboration with other community agencies under a bulk purchasing benefit of The Ohio State University Hospitals. Early research indicated that some of the desired items were not available at all through public health pricing. This service includes receipt and management of pharmaceutical inventory to ensure all necessary drugs are available and accessible.

3. Informal procedure used:

- telephone quotations
 - written quotations
 - negotiations
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4. Informal bids received and prices for each:

\$38,950 for five (5) pharmaceutical caches.

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

See above.

APPROVED BY: _____ **DATE:** _____

(authorized signature)
