

**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

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

The Columbus Neighborhood Health Center, Inc. is the community-based, private not-for-profit organization providing primary health care services to medically indigent patients at seven neighborhood health centers and has had a cooperative relationship with the Columbus Health Department since its inception. The purpose of the contract is to have CNHC, Inc., provide basic medical examinations for disability assistance eligibility.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

N/A

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

N/A

APPROVED BY: \_\_\_\_\_ DATE  
(authorized signature)