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**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 Per the condition of the grant mandate there was not a opportunity for bid.
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**2. Detailed explanation of reason (must be completed by division):**

The requirements for the grant from Franklin County Job and Family Services required a contract with ARECS (African Refugee Educational and Cultural Services)

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**3. Informal procedure used: Not applicable**

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**4. Informal bids received and prices for each:**

Not applicable

**5. If lowest bid was not accepted, explain criteria for award: N/A**

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