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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 \_\_\_\_\_

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

Council on Healthy Mothers and Babies is the only organization providing centralized scheduling (Pregnancy Care Connection) for prenatal care / prenatal care capacity, continuing SIDS work.

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**3. Informal procedure used:**

- telephone quotations
- written quotations
- negotiations

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

N/A

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

N/A

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**APPROVED BY: \_\_\_\_\_ DATE:**

(authorized signature)

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