

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 Need for continuity of services. See below.

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

Since 1998, the Columbus Health Department (CHD) has contracted with the Columbus Neighborhood Health Center, Inc. (CNHC), a not-for-profit corporation, to provide primary health care services to medically indigent patients at five neighborhood health centers. The CHD and CNHC have collaborated to provide comprehensive community dental health services to individuals and families living in Columbus. Under this contract, CNHC will provide dental supplies and equipment maintenance to the Family Dental Clinic at the CHD's 240 Parsons Avenue facility. The CHD will reimburse the CNHC upon receipt of proper invoices, for an amount not to exceed \$24,500.

\_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)

