

**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):

SERVSAFE, the Food Service Managers Food Safety Certification Course, is a product of the National Restaurant Association Educational Foundation. Purchasing the course textbook is necessary in order to be approved to teach the course. The publisher of the textbook is National Restaurant Association Solutions, LLC. Purchasing textbooks through the publisher directly is recommended in an effort to assure regulatory agencies support their state affiliates. Furthermore, purchasing the materials directly from NRA significantly lowers our costs since the publisher's price is much lower than what was bid on the existing UTC.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

National Restaurant Association Solutions: Coursebook \$877.20 ea., Answer sheets \$807.50 ea.
Columbus Lumber existing UTC: Coursebook \$1,092.84 ea., Answer sheets \$1,010.25 ea.

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

Lowest bid was accepted.

APPROVED BY Francisco Long Rosa Chaud DATE 11-6-12

(authorized signature)