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

The Ohio State University Department of Public Safety is the agency responsible for managing reverse 911 services for Columbus and Franklin County. The Ohio State University, the Columbus Division of Police, and the Franklin County Office of Emergency Management and Homeland Security currently have access to the service. This project was proposed and funded by the U.S. Department of Homeland Security, Metropolitan Medical Response System granting agency.

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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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