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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 Services and supplies specific to Columbus Public Schools

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

The Health Department has received a grant for \$463,000 from the Homeland Security Department. Of these monies \$123,000 was specifically awarded to fund emergency preparedness training and supplies at the Columbus Public Schools.

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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:**

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

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

(authorized signature)

**DATE:**