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

The Columbus Health Department and The Ohio State University (OSU) have developed a collaborative effort to provide health promotion services to the citizens of Columbus. Therefore, It is in the City's best interest to waive competitive bidding in order to provide continuity in service delivery to the citizens of Columbus.

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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:**

  
  
  
  
  
  
  
  
  
  

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

  
  
  
  
  
  
  
  
  
  

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APPROVED BY: \_\_\_\_\_  
(authorized signature)

DATE:

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