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

The Columbus Health received additional funds from the Ohio Department of Health specific to Emergency Preparedness activities in March, 2011 for \$1,054,751.00. These funds must be spent by July 30, 2011. We have identified the need to provide digital signage to inform and communicate to Columbus Public Health clients, employees and general public health related information for emergency preparedness. 12 monitors with mounts and ZeeVee RF distribution system is required to provide this digital signage. Therefore, it is in the City's best interest to waive competitive bidding in order to expeditiously obtain the information necessary to provide digital signage within the limited time period required by the Ohio Department of Health providing the grant funds to pay for this service.

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**3. Informal procedure used:**

- telephone quotations
  - written email 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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