

**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):

The vendor provides laboratory results to our proprietary software system NextGen through a customization of our electronic health record. The automated reporting of lab results ensures accuracy and provides for more timely results of laboratory tests. This customization of the electronic health record involved a significant contribution of resources by LabCorp, Mt. Carmel (NextGen), Columbus Public Health, and Department of Technology staff. Utilizing another vendor would be a long term effort resulting in unnecessary development costs and therefore, it is in the best interest of the City to waive competitive bidding.

3. Informal procedure used:

- ☐ telephone quotations
- ☐ written quotations
- ☒ negotiations

4. Informal bids received and prices for each:

N/A

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

N/A

APPROVED BY: _____ DATE _____
(authorized signature)