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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):**

Currently, Columbus is experiencing a syphilis outbreak with a 50% increase in the number of cases year to date from January to June 2014 compared to January to June 2015. Additionally, there have been 8 confirmed congenital syphilis cases in 2015. Thus, Columbus Public Health needs to immediately advertise to men who have sex with men, as well as pregnant women about the importance of testing and treatment. Columbus Public Health is specifically looking to contract with Gatehouse Media Partners, who has experience in working with dating websites specializing in men who have sex with men.

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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:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(authorized signature)

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