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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):**

Columbus Neighborhood Health Centers, Inc. has a history of providing services to CPH Sexual Health Clinic patients, and it is essential to continue this quality of care. Based on previous experience, Columbus Neighborhood Health Center, Inc. has demonstrated the ability to provide this specialized service to the CPH Sexual Health Program.

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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:**

N/A

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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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