

**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):

SERVSAFE, the Food Service Managers Food Safety Certification Course, is a product of the National Restaurant Association Educational Foundation. Purchasing the course textbook is necessary in order to be approved to teach the course. Purchasing textbooks through the Ohio Restaurant Association Educational Foundation is recommended by the National Restaurant Association in an effort to assure regulatory agencies support their state affiliates. Providing the SERVSAFE course builds a stronger relationship between the restaurant and regulatory community.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

3. Informal bids received and prices for each:

A phone call is made to ORAEF for a current price per book before an order is placed.

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

The NRAEF sets the book price to vendors and ORAEF has been found have the least mark-up on these textbooks. Obtaining the books from ORAEF also complies with the NRA's recommendation that agencies purchase them from the affiliate in their state.

APPROVED BY: _____ DATE _____
(authorized signature)