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

Outbreaks of contagious respiratory diseases have the potential to significantly affect the health and economic well-being of communities. Franklin County Public Health and Columbus Public Health have the responsibility to develop effective plans and resources at the local level to create a defense against outbreaks of infectious disease and other public health threats and emergencies. Columbus Public Health is specifically looking to contract with Gatehouse Media Partners, who has experience in working with public health awareness media campaigns.

3. Informal procedure used:

- telephone quotations
 - written email quotations
 - negotiations
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4. Informal bids received and prices for each:

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

APPROVED BY: _____
(authorized signature)

DATE:
