

**BID WAIVER INFORMATION FORM**  
**TO ACCOMPANY LEGISLATION**  
**(LIMIT YOUR RESPONSE TO THIS SHEET)**

1. Reason(s) for Waiving City Code Bid Procedure:

- Purchase made from sole source.
- Emergency breakdown creating an unplanned need.
- Item to be purchased is of a perishable nature.
- It is impossible to obtain bids to satisfy need with time required by formal bidding process.
- Need to extend or increase an existing contract.
- Non-price errors on either the bidder's or the City's part in the bid proposal.
- A new law or regulation which requires immediate compliance.
- Other: Unique nature of services provided.

Explanation:

This request is needed because funding from the State of Ohio is being used to complete the project that requires using contractors from the State of Ohio's pre-qualified list.

2. Was Informal Bid Procedure Used:  Yes  No Explain:

They were selected from the State of Ohio's pre-qualified list for these types of services.

3. Informal Bid Received and Prices for Each:

N/A

4. If Lowest Bid Was Not Accepted, Explain:

N/A

Approved: \_\_\_\_\_  
Director, City Attorney

Date: September 10, 2004