

**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):

The Health Department is in need of employee compensation consulting services. Watson Wyatt was contracted for consulting services for the CMAGE compensation group and it is anticipated that Watson Wyatt will contract with City Human Resources for consulting services for the MCP group. In order to ensure continuity between various compensation studies within the City, a competitive bid waiver is requested.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

N/A

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

N/A

APPROVED BY: \_\_\_\_\_ DATE  
(authorized signature)