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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 Community Based Organization
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**2. Detailed explanation of reason (must be completed by division):**

Contracting with this community-based organization provides CHD with continuity of staff assigned and, as such, the contract personnel have become familiar with all CHD services, which also benefits CHD clients. A client who comes to the CHD for a particular service will be informed of other available services they might need. Also, the contract personnel are well known as Health Department resources in their respective communities, thereby strengthening our relationship with the community-based organizations.

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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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