

**BID WAIVER INFORMATION FORM**

TO ACCOMPANY LEGISLATION WHICH WAIVES ANY PROVISIONS OF COLUMBUS CITY CODES CHAPTER 329  
(PLEASE 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 and 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):

Currently, the Division of Police utilizes the services of these medical professionals for critical incident care (ex. result of shooting or death), applied behavior sciences (ex. classroom instruction for dealing with the unique "stressful" situations in a police officer's daily duties and sworn counseling (ex. psychological counseling for police officers as needed due to job, home, family, etc.). There is not a current contract in place for these services and this ordinance will establish a contract through February 28, 2013. Obviously, psychological counseling is crucial to the well being of our police officers.

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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:

The Division of Police needs to develop a Request for Proposal (RFP) for the services listed above but due to the time restraints, staffing and development of specifications, the Division of Police wishes to request waiving competitive bidding until the RFP process can be completed. It is important to continue these medical services for the police officers without interruption due to existing treatment officers may be receiving or emergency counseling as needed.

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

At present, this supplier charges the Division of Police, the usual, reasonable and customary charge after payment from the police officer's insurance and the classroom charge is based on hourly rate plus additional handouts and supplies as negotiated by the last bid contract.

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ORDINANCE #:

APPROVED BY:

*Authorized Approval on Corresponding Legislative File*

DATE: