
**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):

The Columbus Health received additional funds from the Ohio Department of Health specific to Emergency Preparedness activities in March, 2011. These funds must be spent by July 30, 2011. We have identified the need for assessment and development of a mass communication infrastructure. Therefore, it is in the City's best interest to waive competitive bidding in order to expeditiously obtain the information necessary to assess and develop a mass communication infrastructure within the limited time period required by the Ohio Department of Health providing the grant funds to pay for this service.

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: