
**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 Ohio State University Research Foundation has expertise and experience in providing high risk perinatal care services to perinatal patients. Many patients in the perinatal program at the Columbus Health Department are high risk as they do not have health insurance. The Ohio State University Research Foundation has a history of providing services to Child & Family Health Services patients, and it is essential to continue this quality of perinatal care. Based on previous experience, The Ohio State University Research Foundation has demonstrated the ability to provide this specialized service to the Child & Family Health Services Perinatal Program.

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)
