

**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 Columbus Neighborhood Health Center, Inc. is the community-based, private not-for-profit organization providing primary health care services to medically indigent patients at various neighborhood health centers and has had a cooperative relationship with Columbus Public Health since its organization.

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)