

**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 proposed vendor has been providing the laboratory test kits to test for TB for several years. This vendor has provided us with the software and instrumentation for us to be able to perform these tests. This equipment and software have already been paid for. The automation that we currently have in place will allow us to continue to provide timely results and ensure the accuracy of those results. Changes to the testing methodology could result in delayed and inconsistent laboratory results. In addition, new instrumentation would have to be brought in house, new training for staff, new protocols and procedures would need to be rewritten and validation studies would need to be performed.

This process would have a significant impact on our clients. This vendor has patented the test kits thus being the only vendor allowed to distribute them. Utilizing another vendor would have a long term effort resulting in unnecessary development costs and therefore, it is in the best interest of the City to waive competitive bidding.

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)

