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

(X)other

2. Detailed explanation of reason (must be completed by division):

The OSU Hospital provides laboratory testing services to OSU Internal medicine, LLC, who is part of the Ohio State University network. OSU Internal medicine is required to use one of the laboratory testing vendors in the OSU system. OSU Internal medicine, LLC provides services to a large amount of customers that utilize Ryan White funding and it would be manifestly impractical to discontinue services with OSU Internal medicine, LLC and OSU Hospital, therefore, it is in the best interest of the City to waive competitive bidding requirements.

3. Informal procedure used:
   ( ) telephone quotations
   ( ) written quotations
   (x) 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)