

**CITY OF COLUMBUS  
BID WAIVER INFORMATION FORM**

TO ACCOMPANY LEGISLATION WHICH WAIVES ANY PROVISIONS OF COLUMBUS CITY CODES CHAPTER 329  
(PLEASE LIMIT YOUR RESPONSE TO THIS SHEET)

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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      To continue the use of the State Master Maintenance Agreement while the City completes its Best Value Procurement process. See below.

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

Due to the critical nature of Fire Inspection Services required by the Division of Facilities Management, we respectfully request that the competitive bidding provisions of the Columbus City Codes be waived to continue this relationship with the existing provider while the City competitively selects a provider through a Best Value Procurement.

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3. Informal procedure used:

- ☐ telephone quotations
- ☒ written quotations
- ☐ negotiations

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4. Informal bids received and prices for each:

N/A

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5. If lowest bid was not accepted, explain criteria for award:

N/A

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ORDINANCE #:      0914-2022

APPROVED BY:      Authorized Approval on Corresponding Legislative File

DATE: \_\_\_\_\_

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