

**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 Need specific product and service.

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

We recently had a company perform CDL training for us. They were awarded a bid but we encountered numerous issues and terminated the contract. The company was not familiar with the pre-trip testing in Ohio (they were from out of state) so they trained our employees incorrectly for 2 days. The company also was not familiar with the Ohio requirements of CDL training which are more stringent than the Federal (FMCSA) guidelines. Seven of our employees would not have been able to take their CDL test at the completion of the training because they did not have 10 hours on the road. Six of our employees have probationary periods that end in July/August and are required to obtain their CDL by the end of their probationary period. The Department has given grace because we did not have a CDL training in place.

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3. Informal procedure used:

- telephone quotations
- written quotations (email)
- negotiations

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4. Informal bids received and prices for each:

Total Training Cost per attendee: \$5,300 if over 20 attendees

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

N/A

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APPROVED BY: Authorized Approval on Corresponding Legislative File  
DATE: 6/29/2023