

**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 existing contracts
- 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 \_\_\_\_\_

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2. Detailed explanation of reason (must be completed by division): The City Attorney's Office has current contracts with Capital Recovery Systems Inc. and Linebarger, Goggan, Blair & Sampson LLP for the collection of small accounts receivables of the City. Fees paid under these contracts are 30% of the first \$30,000.00 collected and 10% of any additional amounts collected on a specific claim. The collections under said contracts have exceeded original estimates and therefore there is a need to increase the contracts to cover services provided through 03/31/11.

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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:

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

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ORDINANCE #: 2141-2011  
APPROVED BY: \_\_\_\_\_  
DATE: \_\_\_\_\_

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