

**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)

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):

DUE TO COVID EMERGENCY THE COAAA FACILITY IS NOT OPEN TO OUTSIDE VISITORS. TO PROPERLY BID THIS CONTRACT WOULD INCLUDE ON SITE TOURS OF THE PROPERTY AND A BIDDERS CONFERENCE. WE ARE PAST THE POINT WHERE WE COULD TRANSITION THE CONTRACT TO A NEW VENDOR IF THE COVID RESTRICTIONS WERE LIFTED.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

CURRENT VENDOR HAS AGREED TO EXTEND THE CONTRACT ONE ADDITIONAL YEAR AT THE SAME COST AS THE FINAL YEAR OF THE CURRENT CONTRACT.

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

ORDINANCE #: 1013-2020
APPROVED BY: Authorized Approval on Corresponding Legislative File
DATE: 5/4/2020
