

**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 Periodically over the last few years Laurie Ford PhD of Critical Path Consultants has provided assistance to the Department of Public Utilities during the realignment of the department. Her expertise has been invaluable in the development of performance measures and job descriptions in support of increased accountability and communications between the realigned work groups of the Director's Office, the Division of Operational Support and the line divisions. This legislation requests authority to contract with Dr. Ford to utilize her unique knowledge of department operations in completing performance measures and operating procedures across the department.

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

Waiver of competitive bidding is requested due to Dr. Ford's knowledge of departmental operations gained working closely with department leadership and staff. Any individual or firm joining the process at this late date would not be able to duplicate her understanding of the history and goals of the departmental realignment.

3. Informal procedure used:

- telephone quotations
 - written quotations
 - negotiations
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4. Informal bids received and prices for each:

Critical Path has submitted a quote to work with the Department of Public Utilities for a total of \$65,250.00.

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

Did not take bids; see explanations above.

APPROVED BY: _____
(Authorized Signature)

DATE: _____
