

ORD. 2165-2006

**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 and 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):

The Division of Power and Water has an immediate need to purchase transformers to maintain reliability of its electrical distribution system and for new customer installations. Due to rapidly increasing metals and transportation costs, existing universal term contract vendors have been unable to honor the contracts. There is insufficient time to obtain formal bids to meet the division's needs, therefore, it is requested that formal competitive bidding be waived so that purchase orders may be established for one-time purchases of the required transformers to meet the immediate needs of the division.

3. Informal procedure used:

- telephone quotations
- written quotations – SO024106
- Negotiations

4. Informal bids received and prices for each:

Please see bid tabulation attached.

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

ORDINANCE #: 2165-2006

Authorized Approval on Corresponding Legislative File

DATE:
