

**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      A Request for Proposal (RFP) process defined in the City Code for Professional Services was utilized for a purchase of goods.

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

Factors other than lowest pricing was being evaluated as the product needs to be a high quality product that meets the rigors and needs of Police Officers on bicycles for daily policing duties as well as special events. It was determined to be in the best interest of the City to consider whatever products may be available in the marketplace. Practical evaluation/testing was part of the process.

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3. Informal procedure used: No – a formal bid process was done.

- telephone quotations
- written quotations
- negotiations

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4. Informal bids received and prices for each:  
N/A

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

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ORDINANCE #:            1993-2017

APPROVED BY:        Authorized Approval on Corresponding Legislative File

DATE:

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