

**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      These purchase orders will be for various auto parts, supplies and services. There is often an emergency need for items not currently available from City-wide contracts. Under various emergencies, the City must have certain unexpected items within a short period of time which precludes formal competitive bidding.

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

The Fleet Management Division is budgeted to spend over \$3.3 million in parts and over \$1.8 million in services to keep the City's over 4,950 vehicles in operation. Fleet Management processes over 38,000 Work Orders annually for all city vehicles and equipment and requires purchase orders with over 400 companies to help meet this need. However, despite these best efforts, the occasional emergency vehicle repair becomes necessary without a purchase order in place for the correct part or service. It is impossible to predict each and every necessary repair that will happen during a given budget year.

See above.

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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:

Various

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

Lowest bid is accepted.

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APPROVED BY:         Authorized Approval on Corresponding Legislative File  
DATE:

