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**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. In accordance with section 329.27 of the Columbus City Code, City Council may determine that the City's best interest is served by waiving the City Code Formal Bid procedures for the following reason(s): (Note that these reasons are all based on time. Currently, formal bid average completion time is 160 calendar days.)
- An unanticipated breakdown created an unplanned, emergency need.
  - The item to be purchased is of a perishable nature, the price or availability will perish before the formal bid process can be completed.
  - Need to extend an existing contract for one year or more where no provision for extension was included in the original bid/contract.
  - Need to increase a contract for additional supplies/services, although the original contract obligations have been fulfilled.
  - A new law or regulation requires immediate compliance; there is insufficient time to accomplish formal competitive bidding and satisfy the needs in order to comply.
  - Other: Formal bids were solicited on SA001350; however, the only bidder failed to provide certain documentation requested in the specification that the Division of Police already has on file from previous contracts, so it is not needed again. Also the company included payment terms in their bid that were in conflict with the City's terms and conditions. The formal process must be waived so this company's bid may be considered on an informal basis. The company has agreed to enter into a contract based on their bid and has rescinded the conflicting payment terms.

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2. Informal bid procedure used:  Yes  No **Explain:** Formal bids were solicited on SA001350; however, omissions and payment conditions included in the sole bidder's proposal requires the formal bid to be cancelled and an informal bid process be pursued in order to provide the Police Division with a contract to purchase a police dog and associated training for the dog's handlers.

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

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4. If lowest bid was not accepted, Explain: N/A

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