

**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 In the best interest of residents of the City of Columbus due to the unique combination of accessibility, facilities and capacity.

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

Liberty Farm is a fully operational horseback riding and learning facility located within the City of Columbus boundaries. It is very important that our camps are accessible to City of Columbus residents. Other area horse camps are either not located within the City of Columbus or do not have permanent facilities and the capacity needed to conduct a camp of the size needed.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

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

ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:
