

**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 _____

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

In an effort to provide face masks quickly to the City's most vulnerable residents in opportunity neighborhoods, the Department of Finance and Management was granted a waiver of the competitive bidding provisions of Columbus City Code, pursuant to Mayor Ginther's Emergency Declaration, signed March 18, 2020. This waiver was granted so that face masks could be procured and distributed to the community immediately in order to mitigate the spread of the coronavirus.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

Received quote for vendor.

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

Lowest bid is accepted.

ORDINANCE #:	1324-2020
APPROVED BY:	<i>Authorized Approval on Corresponding Legislative File</i>
DATE:	6/1/2020
