

**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 Item was formally bid but vendors did not submit bids because we cannot guarantee a purchase, since we tend to use soda ash as a backup chemical.

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

Bid Number SA001393, for soda ash, was formally advertised, but no bids were received. Vendors did not submit bids because we cannot guarantee a purchase, since we tend to use soda ash as a backup chemical. Because there is a possibility that soda ash may be needed at some point in the year, we would like to have funds set aside, as well as prior Council approval, so purchases can be made immediately. Because re-bidding would not be feasible for the reason stated above, it is in the best interest of the City of Columbus, Division of Water to waive the provisions of competitive bidding, and to allow the Auditor's Office to set aside funds, to be transferred into a Purchase Order once a need arrives.

3. Informal procedure used: soda ash was formally bid against SA001174. No bids were received.

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each: soda ash was formally bid against SA001174. No bids were received.

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

A vendor will be chosen by criteria of lowest cost among those who are willing to sell to us.

APPROVED BY: _____
(Authorized Signature)

DATE: _____
