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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 189 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: Bidder failed to submit bid document for solicitation that was rebid due to City's error in specifications. Sole bidder first time and historically only bidder. Bidder has now submitted a complete and acceptable solicitation. To save expense and time of proceeding with a 3<sup>rd</sup> bid, Division of Purchasing and Division of Sewerage and Drainage desires to utilize this bid solicitation by waiving the formal bidding requirements and awarding this bid.

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**2. Informal bid procedure used:**  Yes  No **Explain:**

Formal bid process was used – SA002917 opened 6/12/08  
Formal bid process was used – SA002981 opened 8/14/08

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**3. Informal bids received and prices for each:**

catalog/price list for replacement parts, Hourly rate of \$105/hr standard time

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**4. If lowest bid was not accepted, Explain:**

This is the sole bid received. Although technically not a sole source since vendor does utilize a distributor, traditionally the only bidder has been Fairbanks Morse, the equipment manufacturer.

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