

**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 _____

Detailed explanation of reason (must be completed by division): In 2003 the Department of Technology went through a comprehensive bid process with nine vendors for web site development services. The contract was awarded to Resource One. Due to funding restraints at the Columbus Health Department, there is insufficient time to execute the competitive bid process to obtain these web site services for the Office of Emergency Preparedness.

2. Informal procedure used:

- telephone quotations
- written quotations
- Negotiations

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

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

N/A

APPROVED BY: _____
(Authorized Signature)

DATE: _____
