

**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 _____

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2. Detailed explanation of reason (must be completed by division): Contract were originally awarded based on informal bidding procedure. Have successfully been doing business with this firm for many years. Additional appropriation is necessary because they are paid from funds recovered and they have recovered more than was anticipated this contract term.

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:

APPROVED BY: Richard C. Pfeiffer, Jr.
(Authorized Signature)

DATE: 12-05-03
