

**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 Due to the complexity of this purchase it was determined that the best approach for this procurement was an RFP process and the current City Code does not have a provision for the procurement of goods using a RFP.

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

Due to the complexity of the purchase of Video Storage and associated accessories, software, maintenance, and support for the Division of Police, it was determined that the best approach for this procurement was an RFP process.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

N/A. RFP Process

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

N/A

ORDINANCE #:

APPROVED BY: _____

DATE: _____
