

**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 and 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      These purchase orders are for various auto parts and shop supplies. There is often a need for items not currently available from City-wide contracts. Under various circumstances, the City must have these items within a short period of time which precludes formal competitive bidding.

---

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

See above.

---

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

---

4. Informal bids received and prices for each:

Various

---

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

Lowest bid is accepted.

---

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Authorized Signature)

---