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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 160 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: There is not enough time to obtain formally advertised, competitive sealed bids to satisfy the needs because: These purchase orders are for various plant industrial and hardware supplies, parts and accessories. There is often a need for these items that are not available on City-wide contracts. Under various circumstances, the City must have these items within a short period of time which precludes formal competitive bidding.

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2. Informal bid procedure used:     Yes     No    Explain:

The Division of Sewerage and Drainage obtains quotes through written or telephone quotes. Supplier at times will provide price lists.

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

Solicitations were sent to each company listed indicated the estimated amount to be spent in 2004 for the Division of Sewerage and Drainage.

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

NA

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**Approved:**

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Director Authorized to Contract on Behalf of The City

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Date

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