

**CITY OF COLUMBUS-BID WAIVER INFORMATION FORM**  
**To accompany legislation which waves any provision of**  
**Columbus City Code Chapter 329**

**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 180 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 formal bid process can be completed.
- Need to extend an existing contract for one (1) 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: the company was deemed non-responsive for minor technicalities.

**2 Informal bid procedure used:**  YES  NO Explain: Formal bids were opened on April 27, 2006 by the Purchasing Office. One (1) bid was received. The bid was deemed non-responsive for failure to return the entire bid package in its entirety. The company submitted only the cover page, proposal page, and signature page.

**3. Informal bids received and prices for each:** Formal bid were solicited.  
\$25,175.00 - \$3,000.00 (Trade-In) - \$2,176.00 (Additional Discount) = \$19,999.00

**4 If lowest bid was not accepted, explain:** Low bid was accepted.