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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: Requested 3 bids but only got two. Since we didn't get the requisite number of bids, we are waiving city codes.

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**2. Informal bid procedure used:**       Yes       No      **Explain:**

Given the circumstance described above, the Department of Technology respectfully requests this waiver of competitive bidding.

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

SHI - \$124,161.51  
Brown Enterprises - \$124,832.25

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

- SHI submitted the lower quote, which was accepted by the City of Columbus, Department of Technology.

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**Ordinance No.:** Ord. No. 0766-2022

**Approved By:** Authorized Approval on Corresponding Legislative File

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