

**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. 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 Vendors have executed the program for more than seven years

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

**Bid Waiver Justification:** A bid waiver is being requested in order to maintain consistency in program implementation. This is necessary as the capacity that the vendors have developed and the trusting relationships in the community that have been built can not be easily duplicated or developed. The vendors possess intrinsic knowledge and understanding of the populations and communities that this contract serves that is vital to its proper execution. They know the family and community histories of the populations that they are contracted to serve that a new vendor simply would not have. A new vendor would have to obtain this knowledge and build the trusting relationships all over again resulting in considerable more cost and time to maintain the current standard of program operation.

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3. Informal procedure used:

- ☐ telephone quotations
- ☐ written quotations
- ☐ negotiations

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4. Informal bids received and prices for each:

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

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ORDINANCE #:

APPROVED BY:

DATE:

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*Authorized Approval on Corresponding Legislative File*

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