

**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 Item was formally bid, but bids received were non-responsive. Re-evaluated bids on informal basis, and can go with lowest responsible bidder. Not enough time to re-bid since this was only in the 2003 Budget.

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

The sterilizer was formally bid against SA000568, but the bids received were non-responsive. Item was only budgeted for 2003 and it is impossible to formally re-bid this again prior to the close of the fiscal year. The Division of Water reconsidered the bids on an informal basis. The lowest bidder did not specify the exact type of sterilizer they were bidding and omitted a check-mark on a specification. We have received documentation that they are bidding the exact sterilizer that we specified and that the missing check- mark was an oversight on their part.

3. Informal procedure used: this laboratory sterilizer was formally bid against SA000568.

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each: These workstations were formally bid against SA000568. The quotes are listed below. You will note that Getinge USA submitted two bids, from separate agents of the company.

VWR Scientific	\$40,973.00
Getinge USA	\$41,061.00
Getinge USA	\$41,391.00

5. If lowest bid was not accepted, explain criteria for award: We would like to contract with the lowest bidder, VWR Scientific, for a total of \$40,973.00.

APPROVED BY: _____
(Authorized Signature)

DATE: _____
