

**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      Item was informally bid but came in over the \$20,000 limit for informal bids. The City does not have the time to go through the complete formal bidding process, as this item was only budgeted for 2005.
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2. Detailed explanation of reason (must be completed by division):

The Purchasing Office solicited informal bid number SO021648 for two personnel/burden carriers; however, the lowest bid came in over the \$20,000.00 limit for an informal bid. The Purchasing Office mailed bids to all registered vendors under the commodity, and the City does not have time to go through the complete formal bidding process, as this item was only budgeted for 2005.

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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:

MH Equipment Co.	\$ 21,420.24
Weise Planning	\$ 22,386.00
Baker Vehicles Equipment	\$ 23,942.00

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

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ORDINANCE #:

APPROVED

Authorized Approval on Corresponding Legislative File

BY:

DATE:

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