

**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 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 Specialized services required

---

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

Due to the specialized nature of the services required interviews were conducted with several candidates and this individual was selected as the best qualified.

---

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

---

4. Informal bids received and prices for each:

---

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

---

ORDINANCE #: 1965-2008

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

---