

**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 \_\_\_\_\_

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

The Department of Public Utilities has an urgent need to provide adequate office space to accommodate for the expanding work force. DPU requested quotes from companies for used office furniture, configuration and installation of the used furniture. Procuring new will be more expensive, will take significant time to get in, and the furniture quoted will work for DPU. DPU received two quotes from two companies.

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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:

N/A

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

N/A

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ORDINANCE #: 3339-2023

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE:

