

**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 See below

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

In a significant number of cases, the Court requires urinalysis and oral fluid testing of offenders sentenced to probation be performed to determine whether or not the offender has substance abuse issues and if so, what substances are being used. Urinalysis and oral fluid testing is an important tool for probation officers to use in designing an appropriate treatment regimen for each offender. In addition, throughout the term of an offender's probation, regular testing ensures that any drug use will be detected, thereby assuring the continued compliance of the offender's conditions of probation and abstinence from drugs. The Probation Department has recommended to the Court that, for continuity of service, STL is the best resource and as such, the Court requests that the provisions of competitive bidding be waived in order to enter into contract with STL.

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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:

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ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:

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