

**ORD. 2015-2005
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 _____

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

The Division of Electricity has an immediate need to purchase transformers to maintain reliability of its electrical distribution system and for new customer installations. The Purchasing Office has solicited formal bids for the option to obtain transformers, however, there is insufficient time to properly evaluate the bids and establish the contracts prior to the end of 2005. It is requested that formal competitive bidding be waived so that purchase orders may be established for one-time purchases of the required transformers to meet the immediate needs of the division.

3. Informal procedure used:

- telephone quotations
- written quotations
- Negotiations

4. Informal bids received and prices for each:

Bids will be solicited informally and awarded based upon the lowest responsive and responsible bids received.

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

ORDINANCE #: 2015-2005
APPROVED BY: Authorized Approval on Corresponding Legislative File
DATE: _____
