

**CITY OF COLUMBUS
BID WAIVER INFORMATION FORM**

TO ACCOMPANY LEGISLATION WHICH WAIVES RELEVANT 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 See below. Desire to maintain current vendor in the interest of project continuity.

2. Detailed explanation of reason (must be completed by division): This vendor has been involved with the project since its inception. It would be detrimental to the project to change vendor's mid-project.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

Current vendor provided written quote.

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

N/A

ORDINANCE #: 2555-2023
APPROVED BY: _____
DATE: _____
