

**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 Vendor took exception to some of the City's standard terms and conditions

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

Sole bidder took exception to some standard terms and conditions regarding liability, breach and merchantability of the goods and offered their own terms and conditions, which have been reviewed and approved. In addition, the vendor added a charge for delivery location inspection, and failed to provide references contained in the bid packet. Although the changes are acceptable, it is necessary to waive the provisions of competitive bidding in order to accept the proposal.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

N/A – a formal bid process was performed, RFQ022727 opened 9/29/22

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

Sole bid received

ORDINANCE #: 2756-2022
APPROVED BY: Authorized Approval on Corresponding Legislative File
DATE: _____
