

**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):

The purpose for waiving competitive bidding provisions of Chapter 329 of the Columbus City Codes is due to an error made in the bid proposal pages line 2K and 2L. The vendor has agreed to provide service at a cost equivalent to the unit price provided in their bid proposal. Also, the vendor did not bid firm and fixed pricing for line 1 but rather allowed for cost variations due to fluctuating market value based on product quality and oil commodity pricing.

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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:

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

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