

**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 \_\_\_\_\_

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

A new West-side perinatal clinic site was selected in April of 2005 and is scheduled to open July 1, 2005. A determination of the needed types, sizes, quantities, and configurations of the equipment and furniture could not be made until the site selection was made. A formal bid process could not be performed and equipment delivered by the July 1, 2005 opening. Therefore, it is in the best interest of the City and Health Department to enter into contract with Encore Office Interiors, Inc..

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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:

A catalog price of \$45,698.40 was reduced to a negotiated price of \$41,196.

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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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