

**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)

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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): There is an immediate need to continue to receive these services from the current vendor to ensure continuity of services from a company familiar with daily operations of Technology Department.

3. Informal procedure used:

- telephone quotations
- written quotations – (via state contract for pricing)
- negotiations

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4. Informal bids received and prices for each:

Named vendor provided hourly pricing by job classification

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

N/A

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ORDINANCE #: 2984-2024  
APPROVED BY: Authorized Approval on Corresponding Legislative File  
DATE: \_\_\_\_\_

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