

**BID WAIVER INFORMATION FORM  
TO ACCOMPANY LEGISLATION  
(LIMIT YOUR RESPONSE TO THIS SHEET)**

1. Reason(s) for Waiving City Code Bid Procedure:

- Purchase made from sole source.
- Emergency breakdown creating an unplanned need.
- Item to be purchased is of a perishable nature.
- It is impossible to obtain bids to satisfy need with time required by formal bidding process.
- Need to extend or increase an existing contract.
- Non-price errors on either the bidder's or the City's part in the bid proposal.
- A new law or regulation which requires immediate compliance.
- Other:

Explanation:

This ordinance will waive the competitive bidding provisions of Columbus City Code pursuant to CCC Section 329.27 due to the need to order and replace trees during the spring planting season. The City of Columbus Purchasing office is in the process of seeking bid proposals for the trees; however the formal bidding process must be waived to meet the time frame for the plantings.

2. Was Informal Bid Procedure Used:  Yes     No Explain:  
Informal bidding is in process.

3. Informal Bid Received and Prices for Each:

N/A

4. If Lowest Bid Was Not Accepted, Explain:

N/A

Approved \_\_\_\_\_  
Director, Recreation and Parks Department

Date: \_\_\_\_\_