

**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 Vendor failed to include freight costs with proposal

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

Bid specifications stated prices were to include freight costs. Due to so many variables, from method of transport to weight and size of shipments, the vendor did not include freight nor did they provide a separate freight estimate. It is necessary to waive bids in order to accept the sole bid, submitted by the original equipment manufacturer.

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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:

N/A, this was a formal bid process

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

This was the sole bid received.

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ORDINANCE #: 2694-2022

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE:

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