

**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)

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. Desire to maintain current vendor in the interest of project continuity.

2. Detailed explanation of reason (must be completed by division): . The original contract was authorized by Ordinance 1798-2020. However, since Cares Act Funds were used, the contract expired at the end of the year. Therefore, to continue to receive these services from the current vendor, it is necessary to waive competitive bidding. Doing so will ensure that the telework project will continue without delay and/or disruption.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

Current vendor provided written quote for contract modification.

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

N/A

ORDINANCE #: 2400-2021
APPROVED BY: _____
DATE: _____
