

**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)

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 _____

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

A question was received late in the day the day before the bid opening. The Office of Support Services received the response to the question from the section manager the morning of the bid opening. The answer to the question was in the bid documents and an addendum was created to identify the section of the bid documents where the answer could be found. The addendum was e-mailed the morning of the bid opening to all plan holders and contractors who submitted questions, but it was not posted on vendor services before the bid opening because of an email issue. Because of the email issue, Purchasing was not aware of the need to approve the addendum in order to post it on Vendor Services. Since the addendum was not officially published on Vendor Services, a bid waiver is needed. The project was competitively bid, plan holders were sent the addendum, and the answer to the question was included in the bid documents.

3. Informal procedure used:

- telephone quotations
- written quotations
- Negotiations

4. Informal bids received and prices for each:

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

ORDINANCE #: 0759-2011

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE: May 9, 2011
