

**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 contract extension is requested to continue work on the 2024 Cost of Service Study, rate model development work, and other general financial analysis tasks that have not been completed.

3. Informal procedure used:

- ☐ telephone quotations
- ☐ written quotations
- ☒ negotiations

4. Informal bids received and prices for each:

The original contract was formally bid out on vendor services and Bonfire under RFQ024033 and only one vendor submitted a proposal.

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

Lowest bid for the original contract was accepted.

ORDINANCE #: 1029-2025

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE: 7/9/2025
