

**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. There is not sufficient time to obtain competitive bids before the current contract expires..

2. Detailed explanation of reason (must be completed by division): The current contract expires on December 31, 2023. Thus there is not sufficient time to undertake the competitive bidding process this year. DoT intends to put this out for bid in 2024.

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 #: 2747-2023

APPROVED BY: _____

DATE: _____
