

**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 \_\_\_\_\_

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

Despite these best efforts, when a repair becomes necessary there may not be a purchase order or contract in place with the appropriate vendor for the needed part or service. If the needed parts or service are of an emergency nature, there may not be time to procure such commodities through the City's competitive bidding process so this ordinance also authorizes the Finance and Management Director to establish contracts and purchase orders in emergency situations only with those vendors necessary to provide the part or repair service needed and to waive the competitive bidding provisions of Columbus City Code section 329. However, all best efforts will be used to identify the appropriate vendors with the necessary skills to provide the needed part or service as the lowest cost to the City.

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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:

Received quote for vendor.

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

Lowest bid is accepted.

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APPROVED BY: Authorized Approval on Corresponding Legislative File  
DATE: 1/26/16

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