
**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. In accordance with section 329.27 of the Columbus City Code, City Council may determine that the City's best interest is served by waiving the City Code Formal Bid procedures for the following reason(s): (Note that these reasons are all based on time. Currently, formal bid average completion time is 160 calendar days.)

- An unanticipated breakdown created an unplanned, emergency need.
- The item to be purchased is of a perishable nature, the price or availability will perish before the formal bid process can be completed.
- Need to extend an existing contract for one year or more where no provision for extension was included in the original bid/contract.
- Need to increase a contract for additional supplies/services, although the original contract obligations have been fulfilled.
- A new law or regulation requires immediate compliance; there is insufficient time to accomplish formal competitive bidding and satisfy the needs in order to comply.
- Other: There is not enough time to obtain formally advertised, competitive sealed bids to satisfy the needs because: The bid states that the unit price in words will prevail. The bidder met the requirements but made an error in their unit of measure. The bid stated a unit would be 1 carton that contained 4 gallons and 2 tubes of product. The low bidder provided a unit price for 1 gallon plus the correct amount of hardener. The total bid price quoted was correctly extended by the bidder in the total bid column of the bid, but an error was made on the unit price in words column of the bid. The information provided by the bidder is sufficient to determine they provided the low bid for the correct amount of product. A non-emergency waiver of regulations is being submitted to accept the low bid.

2. Informal bid procedure used: Yes No Explain:

3. Informal bids received and prices for each:

N/A

4. If lowest bid was not accepted, Explain:

N/A

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Approved By: Authorized Approval on Corresponding Legislative File
