

**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 Two necessary items were omitted from formal bid proposal, bidders noticed this, and submitted quotes for these items anyway.

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

Workstations were formally bid against solicitation number SA000558JB. The Division of Water omitted two vital components for the workstations on page five. The three vendors who submitted bids noticed the omission and quoted prices for the components anyway. Thomas W. Ruff was the lowest bidder.

3. Informal procedure used: these workstations were formally bid against SA000558JB.

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

These workstations were formally bid against SA000558JB. The quotes are listed below.

Thomas W. Ruff & Co.	\$24,332.12
Contract Interiors	\$25,430.37
Diehl Office Eqpt.	\$34,507.62

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

We would like to contract with the lowest bidder, Thomas W. Ruff & Co., for a total of \$24,332.12.

APPROVED BY: _____

(Authorized Signature)

DATE: _____
