

**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 Bid contains exceptions to specifications

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

The bid submission contained exceptions to the required specifications that the Division of Water has accepted. Including product requirement specifications within section 3.3.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

Formal bids were advertised through vendor services from March 16, 2026, through April 9, 2026, for the purchase and delivery of twenty, solar powered, trailer mounted arrow boards under RFQ032372. Eighty-three vendors were solicited and six bids were received. The bids were opened and evaluated on April 9, 2026.

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

After the bids were evaluated, it was determined that the low bidder's arrow boards did not meet the required specifications and the Division has safety concerns regarding the exceptions. The Division of Water recommends the award be given to the second lowest bidder as they were the most responsive, responsible, and best bidder. A bid waiver is being requested to allow the acceptance of the second low bidder's specification exceptions.

ORDINANCE #: 1223-2026

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE:
