

**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; item was only budgeted for 2005.
- 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 _____

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

The Purchasing Office solicited informal bid number SO021313 for a 12" brush chipper, however, the lowest bid came in over the \$20,000.00 limit for an informal bid. The Purchasing Office mailed bids to all registered vendors under the commodity, and the City does not have time to go through the complete formal bidding process, as this item was only budgeted for 2005.

3. Informal procedure used: the 12" brush chipper was informally bid against SO021313.

- telephone quotations
- written quotations
- negotiations

Informal bids received and prices for each: four bids were received against SO021313. They are below.

Franklin Tractor Sales, Inc.	\$ 23,585.00
Franklin Tractor Sales, Inc.	\$ 24,475.00
Southeastern Equipment	\$ 25,677.00
Best Equipment, Inc.	\$ 27,545.00

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

The two lowest bids were from Franklin Tractor Sales, Inc. Both of their bids were for alternative units, each having a different engine as a power source. Both units met or exceeded our specifications and are acceptable alternatives. We would like to enter into a contract with Franklin Tractor Sales, Inc. for the lowest bid of \$23,585.00.

APPROVED BY: _____ DATE: _____
(Authorized Signature)
