

**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 Use of same time clock system and vendor as other City of Columbus Departments

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

We are requesting to waive the bidding procedure on this item due to the fact that this provider has worked with other city agencies for a number of years. The provider already has programmed city clocks and worked with the different City of Columbus union contracts. Therefore, there is less of a learning curve when beginning to implement our new system. Additionally, the provider has been working with the City of Columbus to have the system work with the city's system in the future.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

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

ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:
