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**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)

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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: Central Systems and Controls Corporation's bid was non-responsive because they did not return the bid document in its entirety. General Electrics Supply submitted additional terms and conditions to their bid causing them to be non-responsive. Central Systems and Controls Corp. and General Electric Supply bid on several items where they were the only bidder to provide a price quote. To enable the City to buy all items requested in the bid, it is in the City's best interest to waive the provisions of competitive bidding and award a universal contract to all three bidders who responded to the bid.

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**2. Informal bid procedure used:**     -Yes         No        **Explain:**

As not all bidders bid all items and two of the three bidders were non-responsive to formal competitive bid SA001153. The formal solicitation was canceled and bids were considered on an informal basis. There was not enough time and it was not anticipated that better results would be realized through a re-bid.

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**3. Informal bids received and prices for each:** The tabulation includes multiple items and is on file in the Purchasing Office

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**4. If lowest bid was not accepted, Explain:**    Lowest bid was accepted for all items.

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