

**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 Evaluation committee did not have an odd number of members per City Code

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

Did not meet the requirements of Columbus City Code Section 329.18 (d)(7) as the evaluation committee for the Best Value Procurement consisted of 6 members and City Code requires an odd number.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

N/A

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

N/A

ORDINANCE #:	<u>0634-2026</u>
APPROVED BY:	<u>Authorized Approval on Corresponding Legislative File</u>
DATE:	<u>3/24/2026</u>
