

**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. 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 See explanation

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

In an effort to complete the Bicentennial sign project more signs and sign posts are needed. Formal bids were solicited by the purchasing office for these signs and sign posts. The lowest bid received was from MD Solutions Inc. and their bid met specifications as the lowest responsive, responsible bidder. A UTC was created by the purchasing department number FL005317. That UTC has expired. There is now a need to purchase additional signs to match the existing signs purchased under the UTC.

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3. Informal procedure used:

- ☒ telephone quotations
- ☐ written quotations
- ☐ negotiations

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4. Informal bids received and prices for each:

MD Solutions has agreed to honor pricing established under expired UTC.

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

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ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:

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