

**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: _____

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

The PMM Agency has been the only bidder in the two previous solicitations for the Cap City Nights (CCN) Festivals. They understand our challenge to produce 8 quality community festivals that are free to the public with limited resources. Their knowledge of Columbus' demographics supports their unique ability to secure local entertainment and vendors that represent the communities where we are hosting these festivals. Their relationship and history with vendors increases their ability to negotiate the best pricing which has caused savings for the City. Additionally, the conversion of the City's procurement system caused delays that now require us to move expeditiously in order to secure dates for stages, lighting, sound, portable toilets, and other festival needs making it manifestly impractical for competitive bidding.

3. Informal procedure used: n/a

- 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 #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:
