

**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 below

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

The Court's service contract is necessitated by a determination that Christy K. Radigan's status as a part-time employee was in conflict with her status as a contractor with another city agency. As a long-time volunteer turned part-time employee, Christy K. Radigan possesses a high degree of skills as both a mediator and as a mediation trainer for other staff of the Court's mediation program. Further, the Court has determined that continuity of service is essential to the success of its program.

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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:

N/A

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

ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE: