

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

The vendor was contacted via email to ask about designing some recruitment items with specific spelling, layout, imprint size and color. When the quote was received the firefighter chose one of the mock-up options and told the vendor that she would forward the request up her chain of command for payment options. She never responded back to the vendor whether they should cancel or proceed with the order when they emailed her on October 30, 2024. Since no correspondence was received, the vendor filled the order and shipped it to us in November. No request for these items were received by the Business Office to secure funds for these items until the invoice was received in March 2025.

3. Informal procedure used:

- ☐ telephone quotations
 - ☒ written quotations
 - ☐ negotiations
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4. Informal bids received and prices for each:

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

ORDINANCE #: 2607-2025

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE: September 24, 2025
