

**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):

Front-end procurement documents were created in conjunction with the Office of Construction Prequalification. However, because Facilities Management was not contemplated as being related to construction services, no such bidding documents have yet been drafted and formalized. As such, the Facilities Management Division has no current means to procure for hybrid contracts containing both maintenance and construction service elements. .

---

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

---

4. Informal bids received and prices for each:

---

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

Lowest bid is accepted.

---

ORDINANCE #: 0798-2015

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE: \_\_\_\_\_

---