

**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      The Division of Water has utilized the services of Critical Path over the last four years and they are familiar with the Division and the Department. They have assisted us with strengthening management practices in order to improve Division-wide measures. Since the relationship began, many positive structural changes have occurred, and the Department would like to expand this relationship to the Director's Office and the Division of Electricity.

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

Because Critical Path is already familiar with the Division of Water and its processes, the process of examining the Director's Office and Division of Electricity would be much smoother, than hiring another consultant who has no experience. Additionally, we have had a strong and positive relationship with this vendor, which has resulted from doing business over the last four years.

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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:

Critical Path has submitted a quote to work with the Director's Office and Divisions of Water and Electricity for a total of \$60,000.00.

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

Did not take bids; see explanations above.

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APPROVED BY: \_\_\_\_\_  
(Authorized Signature)

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

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