# 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 and 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 _____Using a state term contract._____

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

This software is being acquired from Software House International through the use of a bid state contract (0A02011) – expiration date of 9/30/2006 that is available for the city's use.

3. Informal procedure used:

   ☐ 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:

ORDINANCE #:
APPROVED BY: _____*Authorized Approval on Corresponding Legislative File*_____
DATE: