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**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. In accordance with section 329.27 of the Columbus City Code, City Council may determine that the City's best interest is served by waiving the City Code Formal Bid procedures for the following reason(s): (Note that these reasons are all based on time. Currently, formal bid average completion time is 160 calendar days.)
- An unanticipated breakdown created an unplanned, emergency need.
  - The item to be purchased is of a perishable nature, the price or availability will perish before the formal bid process can be completed.
  - Need to extend an existing contract for one year or more where no provision for extension was included in the original bid/contract.
  - Need to increase a contract for additional supplies/services, although the original contract obligations have been fulfilled.
  - A new law or regulation requires immediate compliance; there is insufficient time to accomplish formal competitive bidding and satisfy the needs in order to comply.
  - Other: The City has the opportunity to buy from an established national buying consortium known as Novation, however the only method we may employ to accomplish these purchases is to waive the formal competitive sealed bid section of the City Code.

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2. Informal bid procedure used:       Yes       No      Explain:

Pricing was obtained from Consortium contractors, Cardinal Health – Pharmaceutical Distribution, Amerisource Bergen, and compared to existing pricing from a City-wide Universal Term Contract (UTC) and purchases from other sources.

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3. Informal bids received and prices for each:

A comparison sheet is on file in the Finance/Purchasing Office if required. We anticipate that pricing for most items will be lower. However, this will only be one tool to strategic procurement and no purchase will be made until an evaluation of other options occurs. The proposed contract is not exclusive and there is no fee for the City to enter into the agreement to buy pharmaceuticals. Where prices are lower with existing supply resources, (UTCS), the City may elect to purchase via the other agreements.

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4. If lowest bid was not accepted, Explain:

n/a

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Approved: \_\_\_\_\_ Date \_\_\_\_\_  
Director Authorized to Contract on Behalf of The City

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