

**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      It is the Department's best interest to obtain stable prices in advance and take advantage of favorable energy market conditions. This ordinance is requested to be an emergency measure to allow contract negotiations to begin at the earliest possible date. Waiver legislation is required to allow the Director of Finance and Management to negotiate with multiple suppliers who have submitted responsive proposals.

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

It is the Department's best interest to obtain stable prices in advance and take advantage of favorable energy market conditions. This ordinance is requested to be an emergency measure to allow contract negotiations to begin at the earliest possible date. Waiver legislation is required to allow the Director of Finance and Management to negotiate with multiple suppliers who have submitted responsive proposals.

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3. Informal procedure used:

- telephone quotations
- written quotations - an RFP (via Bonfire system) will be used however multiple vendor awards may be made based on the pricing structure of different energy supplies and contract periods.
- negotiations – an RFP (via Bonfire system) will be used however multiple vendor awards may be made based on the pricing structure of different energy supplies and contract periods.

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4. Informal bids received and prices for each:

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

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ORDINANCE #:      1749-2019  
APPROVED BY:      Authorized Approval on Corresponding Legislative File  
DATE:

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