

**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 Service Donation

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

This project is partially grant funded and DLZ has provided 825 hrs to the City for pro bono design for this project. Columbus B&Z plan review requires Drawer E roadway plans for ingress and egress improvements before issuing permit for construction. Since DLZ has understanding and knowledge of this project, DLZ can and will expediently develop Drawer E plans. This will allow the City to bid the project for construction in time for a Fall 2016 notice to proceed.

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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:

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

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ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:

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