

**CITY OF COLUMBUS  
BID WAIVER INFORMATION FORM**

TO ACCOMPANY LEGISLATION WHICH WAIVES RELEVANT 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 See below. Desire to maintain current vendor in the interest of project continuity.

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2. Detailed explanation of reason (must be completed by division): The project noted in ordinance 3023-2021 is already underway. To change vendors now would be disruptive to the project and would hinder its progress.

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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:

Current vendor provided written quote for contract modification.

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

N/A

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ORDINANCE #: 1513-2025

APPROVED BY: \_\_\_\_\_

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

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