

**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 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 The vendor's original quote expires less than 180 days from date of award.

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

The vendor's quote expires less than 180 days from the date of award. Purchasing has advised that due to the expiration date of the quote the vendor's bid has been deemed nonresponsive. Since they were the lowest bidder, Purchasing has reached out to them to see if they would extend the expiration date to meet the 180 day requirement. Vendor complied and supplied an updated quote that meets the requirement.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

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

Lowest bid was accepted

ORDINANCE #: 3002-2025

APPROVED BY: *Authorized Approval on Corresponding Legislative File*

DATE: October 30, 2025
