

**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 Modification to existing UTC

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

Originally there were 3 awarded vendors. One of these vendors is experiencing supply issues so the items awarded to this vendor are now being awarded to the next low bidder. Since the original contract specifications did not provide for multiple award of the same items, it is necessary to waive.

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3. Informal procedure used: FORMAL BIDS WERE RECEIVED

- telephone quotations
- written quotations
- negotiations

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4. Informal bids received and prices for each:

This was a formal bid, RFQ020579.

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

Award is being made to second low bidders.

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ORDINANCE #: 1905-2022

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE:

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