

**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

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

The City's Purchasing Department advertised bids for new PVC testing equipment and software (RFQ004828); bids were opened on April 6th, 2017. The City received one bid from Zwick USA, who took exception to the City's terms and conditions for contract and purchase order. Through discussions with Zwick USA and the City's Purchasing Department, Zwick USA agreed to the terms and conditions required by the City for contract and purchase order.

Because Zwick USA initially took exception to the City's terms and conditions, The Department of Public Service is requesting to waive bidding provisions of City Code Chapter 329 to establish a contract and purchase order with Zwick USA.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

N/A

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

N/A

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APPROVED BY: _____