

**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 \_\_\_\_\_

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

A bid waiver is being requested as this is the first time the department has operated a catered-only facility (North Bank Park Pavilion) as well as having the ability to have alcohol served for the first time for rentals at several of our shelter houses. Therefore, we needed to have the opportunity to contract with a catering service on a temporary basis (10 months) to help us through this first year of operating a catered-only facility, as well as having the ability to monitor the serving of alcohol through a bonded concierge service. After talking with several catering companies, the department made the decision to waive the competitive bidding and enter into a temporary contract with Made From Scratch as they have the operations and staff to provide full catering services at the North Bank Park Pavilion as well as a licensed and bonded concierge services for the legal pouring and serving of alcohol. It is the intent of the department to open up competitive bidding in Jan. 2006 for a multi-year contract for full catering services at North Bank and concierge services at our other shelter houses that are permitted for alcohol services.

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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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APPROVED BY: Wayne A. Roberts DATE: 6/13/2005  
(Authorized Signature)

