

**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):

EMH&T is currently designing site improvements for their newly constructed office building on New Albany Road including work to be done in the right-of-way. EMH&T has already completed survey work and utility review for their site that can be used for the design and construction of public improvements. A traffic signal will be warranted at the entrance to their site when the facility is occupied (mid-September 2005) and to expedite the process towards installation, design of the signalized intersection is being undertaken by their engineering staff. Installation of the signals will be bid following the City's standard process.

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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: Authorized Approval on Corresponding Legislative File  
DATE: August 31, 2005

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