

**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 Bidder did not attach Pricing Proposal sheet with their bid submission

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

The bidder, Benjamin Steel Company, did not attach the Pricing Proposal Sheet with their bid submission. The Purchasing Office requested upon bid opening and received immediately upon request. To avoid an uninterrupted supply of product a waiver is requested.

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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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ORDINANCE #: 0467-2022  
APPROVED BY: Authorized Approval on Corresponding Legislative File  
DATE: \_\_\_\_\_

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