

**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):

OEM Truck Parts was bid but we did not receive bids from all required vendors. The bid has been reissued to capture the missing vendors. However, it is still necessary to pass this legislation while this process is ongoing so that funding is available in the meantime.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:
Not applicable.

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

ORDINANCE #:	1596-2008
APPROVED BY:	<u>Authorized Approval on Corresponding Legislative File</u>
DATE:	10/2/08
