

**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 and 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 Due to COVID 19 requirements, there is a need to purchase additional kiosks for the use at the Court House and other locations.

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

Months of research have taken place, to find a product which can achieve remote customer/employee transactions via a kiosk which also has a built-in bill acceptor.

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3. Informal procedure used: N/A

- telephone quotations
- written quotations
- negotiations

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4. Informal bids received and prices for each: N/A

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

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ORDINANCE #: 2742-2020

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE:

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