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**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. In accordance with section 329.27 of the Columbus City Code, City Council may determine that the City's best interest is served by waiving the City Code Formal Bid procedures for the following reason(s): (Note that these reasons are all based on time. Currently, formal bid average completion time is 160 calendar days.)

- An unanticipated breakdown created an unplanned, emergency need.
- The item to be purchased is of a perishable nature, the price or availability will perish before the formal bid process can be completed.
- Need to extend an existing contract for one year or more where no provision for extension was included in the original bid/contract.
- Need to increase a contract for additional supplies/services, although the original contract obligations have been fulfilled.
- A new law or regulation requires immediate compliance; there is insufficient time to accomplish formal competitive bidding and satisfy the needs in order to comply.
- Other: There is not enough time to obtain formally advertised, competitive sealed bids to satisfy the needs because: This is the first time we have looked into Executive Coaching opportunities. In order for us to fully understand features that would best serve our needs, we contacted and talked to 6 vendors who are successful in this space. We engaged each vendor to learn what offerings would best meet our needs, and understand costing. Through this informal process we determined that Bridgefield Group was best suited. In order to begin this process in the most expedient manner, keeping in mind that each group class would be at least 6 months, we are requesting to waive competitive bidding and enter into contract as soon as possible. .

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2. Informal bid procedure used:     Yes     No    Explain:

Interview and assessment

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3. Informal bids received and prices for each:

N/A

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4. If lowest bid was not accepted, Explain:

N/A

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Ordinance No.: 0945-2023

Approved By: Authorized Approval on Corresponding Legislative File

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