

**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):

HER, LLC is the current service provider and has performed to the division's satisfaction. The provider is familiar with the needs of the division, and the division is confident that a lower price will not be achieved through the formal bidding process. In addition, it is unlikely that the division would be able to complete a formal bidding process in time to avoid a lapse in service.

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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:

\$230,000 for one year of service.

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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: 4/23/15

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