

**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 Hispanic/Somalia language and multi-language interpreters required

Detailed explanation of reason (must be completed by division): The Columbus Health Department has bid these interpretation/written translation services multiple times in the past. In 2003 we went through a comprehensive RFP process with the same agencies being awarded for funding given sole responses and lowest and best bid responses. The four agencies have agreed to maintain their 2003 pricing structure. Three are non-profit organizations and Language Line has an active contract compliance number.

2. Informal procedure used:

- telephone quotations
- written quotations
- Negotiations

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

4. If lowest bid was not accepted, explain criteria for award:

N/A

APPROVED BY: _____

(Authorized Signature)

DATE: _____
