

**BID WAIVER INFORMATION FORM  
TO ACCOMPANY LEGISLATION  
(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 – To take advantage of pricing from a previous bid solicitation and to maintain continuity of office furniture purchases at a joint office location of Columbus Fire and Police offices.
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2. Detailed explanation of reason (must be completed by division):

The Division of Fire will be occupying an office location jointly with the Division of Police at 738 E. Long Street. It is imperative that office furniture purchased be of the same manufacturer to maintain continuity. This waiver will allow the Division of Fire to maintain the needed continuity of furniture and take advantage of pricing offered to the Division of Police in a previously awarded bid solicitation.

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3. Informal procedure used:

- telephone quotations
  - written quotations
  - negotiations
  - formal bids
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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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APPROVED BY: \_\_\_\_\_ DATE \_\_\_\_\_  
(Authorized Signature)