

**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 See below

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

The Court provides foreign language interpreters to non-English speaking persons that may come before the Court. Asist Translation Services, Inc. was the successful bidder on the occasion of the last bid for these services. Due to the nature of language interpreting in a legal environment and the evolving standards with respect to interpreter certification, the Court finds it needs more time to develop bid specifications for this service. Asist has competently provided foreign language interpreting and the Court feels that, until a new bid process has been completed, continuity of service is of paramount importance. For the aforementioned reasons, the Court requests that the provisions of competitive bidding be waived in order enter into contract with Asist Translations, Inc.

3. Informal procedure used:

- telephone quotations
- written quotations
- Negotiations

4. Informal bids received and prices for each:

N/A

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

ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:
