

**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      These purchase orders are for various auto parts and shop supplies. There is often a need for items not currently available from City-wide contracts. Under various circumstances, the City must have these items within a short period of time which precludes formal competitive bidding.

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

See above.

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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:

DLZ has the institutional knowledge of the project and produced the original design plans (as Dodson-Stilson). It is practical and cost effective for the coordination and continuity of the project to use DLZ. Using another design firm will delay the project by at least 120 days and is likely to cost more.

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

Lowest bid is accepted.

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APPROVED BY: \_\_\_\_\_

(Authorized Signature)

DATE: \_\_\_\_\_

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