

**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      The past performance of this vendor over a series of years has shown them to be an experienced, reliable and qualified candidate that can provide a unique product in-line with CRPD expectations therefore, the Department is requesting that the bidding requirements of Columbus City Code Chapter 329 be waived pursuant to Section 329.27.
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2. Detailed explanation of reason (must be completed by division):

This vendor has worked extensively with the Recreation and Parks dept to provide a variety of classes, camps and workshops over many years. Their unique experience allows them to tailor their services to meet the needs of the department. They are familiar with the community and city operations and procedures and have proven to be reliable, responsible, cautious and attentive in the care of youth participants. The past performance of this vendor is considered to be an adequate statement of qualifications confirming that they are the best choice for the contract, therefore, the Department is requesting that the bidding requirements of Columbus City Code Chapter 329 be waived pursuant to Section 329.27.

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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:

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

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ORDINANCE #:      0559-2024

APPROVED BY:      Authorized Approval on Corresponding Legislative File

DATE: