

**CITY OF COLUMBUS  
BID WAIVER INFORMATION FORM**

TO ACCOMPANY LEGISLATION WHICH WAIVES RELEVANT 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      See below. Only two approved vendors for this item through State Master Cloud Service Agreement
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2. Detailed explanation of reason (must be completed by division): DoT obtained pricing through the State Master Cloud Service Agreement. Only Brown Enterprise Solutions and SHI are authorized to provide pricing on this product via this vehicle.

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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:

Both approved vendors submit written quotes

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

N/A

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ORDINANCE #:      0573-2023  
APPROVED BY: \_\_\_\_\_  
DATE: \_\_\_\_\_

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