

**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 Keen's Auto Body was deemed non-responsive to the bid

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

Vendors were instructed to enter their bids within the lines of the RFQ but Keen's Auto Body instead submitted them as an attachment and was deemed non-responsive. In order to accept their bid, a waiver is required. In order to have the broadest scope of body service locations and options to quickly return damaged city vehicles to service, it was considered in the City's best interest to award to waive.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

The City is accepting the vendor's formal bid response, that wasn't submitted as instructed.

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

N/A

ORDINANCE #: 1153-2021

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE:
