

**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 A waiver of regulations is being requested as the current City Code does not provide the ability to award due to the requirements of chapter 329.05 competitive sealed bidding. Sutherland Lumber Co did not submit manufacturer catalogs as requested in the bid. The purchasing office requested and the vendor has agreed to supply all items available for sale from one major manufacturer that provides ceiling tile and suspended ceiling systems that City may purchase under the terms of the contract.
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2. Detailed explanation of reason (must be completed by division): See above

3. Informal procedure used:

- telephone quotations
 - written quotations
 - negotiations
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4. Informal bids received and prices for each: Awarded supplier, Sutherland Lumber Co of Kansas City, has agreed to supply any parts available for sale by the manufacturer, Armstrong, for Ceiling Tile and Suspended Ceiling Systems. No discounts apply to additional catalog items.

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

ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:
