

**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 Grantee required deliverables

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

Health and Human Services is requiring all Healthy Start grantee's to have a database to track client information compatible with the grant deliverables. This vendor currently maintains the database for 37 other Healthy Start agencies, which allows for a seamless and cost effective integration of Columbus Public Health's local Healthy Start Grant.

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 #: 1855-2016

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

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

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