

**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 \_\_\_\_\_

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

Equity Real Estate, being the current management contract, oversees all the maintenance and repairs of (2) office buildings purchased by the City in 2003. The need to extend the contract is to provide a continuum of service during the renovation to both buildings.

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3. Informal procedure used: **N/A**

- telephone quotations
- written quotations
- negotiations

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4. Informal bids received and prices for each: **N/A**

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

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APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Authorized Signature)

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