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**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. In accordance with section 329.27 of the Columbus City Code, City Council may determine that the City's best interest is served by waiving the City Code Formal Bid procedures for the following reason(s): (Note that these reasons are all based on time. Currently, formal bid average completion time is 189 calendar days.)**

- An unanticipated breakdown created an unplanned, emergency need.
- The item to be purchased is of a perishable nature, the price or availability will perish before the formal bid process can be completed.
- Need to extend an existing contract for one year or more where no provision for extension was included in the original bid/contract.
- Need to increase a contract for additional supplies/services, although the original contract obligations have been fulfilled.
- A new law or regulation requires immediate compliance; there is insufficient time to accomplish formal competitive bidding and satisfy the needs in order to comply.
- Other: Both bids received were considered non-responsive due to both vendors submitting terms and conditions. Bids were rejected and Purchasing Office negotiated with the overall low bidder.

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**2. Informal bid procedure used:**     Yes     No    **Explain:**

Formal bid process was used – SA004057 opened August 25, 2011.

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**3. Informal bids received and prices for each:**

Formal bid process was used.

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**4. If lowest bid was not accepted, Explain:**

Overall low bid is accepted.

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