
**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. 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 160 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: There is not enough time to obtain formally advertised, competitive sealed bids to satisfy the needs because: Legislation contains authorization for accepting changes orders in the project from the named vendors or acquiring additional goods or services in case of unforeseen circumstances as needed. This will enable the project manager to keep the project timelimes or to add resources in a timely and effective manner. For example, obtaining staff augmentation services if a project team member leaves the City and a subject matter expert is needed or if the necessary skills are not available from City staff.

2. Informal bid procedure used: Yes No Explain:

This is a contingency to reduce risk to project and to allow the project to move forward with the proper resources and stay within the contracted project timelines. Will use named vendors, State or cooperative contracts with government discounts where possible, or informally obtain pricing through quotes whenever possible

3. Informal bids received and prices for each:

This is a contingency to reduce risk to project and to allow the project to move forward with the proper resources and stay within the contracted project timelines.

4. If lowest bid was not accepted, Explain:

This is a contingency to reduce risk to project and to allow the project to move forward with the proper resources and stay within the contracted project timelines.

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Approved By: Authorized Approval on Corresponding Legislative File
