

**CITY OF COLUMBUS
BID WAIVER INFORMATION FORM**

TO ACCOMPANY LEGISLATION WHICH WAIVES RELEVANT 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 See below.

2. Detailed explanation of reason (must be completed by division): There is an immediate need to continue to receive these services from the current vendor to ensure continuity of services from a company familiar with daily operations of Technology Department.

3. Informal procedure used:

- telephone quotations
- written quotations – (via state contract for pricing)
- negotiations

4. Informal bids received and prices for each:

Named vendor provided hourly pricing by job classification

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

N/A

ORDINANCE #: 2593-2023

APPROVED BY: _____

DATE: _____
