

**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):

Paul Werth and Associates is already under contract with the Civil Service Commission and the Public Safety Department to help the Division of Fire develop a recruitment plan and perform data audits as well as complete some background information for Police. With the Police Exposition scheduled to take place in May and the application process to begin in August, there is not sufficient time to seek formal proposals and enter into contract and launch an effective recruitment initiative for Police. Therefore, it makes sense to continue to work with Werth and then seek to conduct a Request for Proposal (RFP) process near the end of 2014 in order to continue the recruit and marketing efforts into 2015 and potentially beyond. Werth will develop a recruitment plan for Police and help with marketing the division to prospective women and minority candidates for the exposition and the application process.

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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 #: 0397-2014

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE: March 7, 2014

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