

**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): Brown Enterprises has the current contract. Original contract authorized 3 renewals. The 2nd of 3 renewals was authorized by ord. 2142-2023. We now need to modify that contract by adding upgraded licenses. To do so with another provider at this time would be time consuming and disruptive to city operations.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

Current vendor provided written quote for contract modification.

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

N/A

ORDINANCE #: 3066-2023
APPROVED BY: _____
DATE: _____
