

**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. 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 The current procurement code does not allow multiple awards for the same purchase of categories or items. These suppliers will have their products and pricing entered into our e-catalog system with Vinimaya, Inc. and agencies will be able to select the best pricing from these awarded suppliers for specific items based on their circumstances.

2. Detailed explanation of reason (must be completed by division): See above

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each: Not applicable as a competitive bid procedure was used and discount pricing obtained. Awarded supplier will compete with each other to provide the best pricing and availability for HVAC parts and filters.

5. If lowest bid was not accepted, explain criteria for award: Catalogs were awarded to the companies providing the best discount pricing and widest breadth of products available; however, since there are numerous items needed from a variety of manufacturers, it is the City's best interest to make multiple awards.

ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:
