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## 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. **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 189 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: Formal bids were received and the low bidder did not meet all requirements.

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**2. Informal bid procedure used:**  Yes  No **Explain:** Formal bids were received by the Purchasing Office on November 29, 2012. The Purchasing Office advertised and solicited competitive bids in accordance with Section 329.06. (Proposal No. SA004671). The apparent low bid was rejected because the bidder only included three of the four references as required by the bid specifications. However it was determined that the low bidder possesses sufficient experience in providing the required equipment and services. The Department of Technology estimates their savings in awarding to the low bidder to be approximately \$90,000 annually, over awarding to the next lowest bidder. Therefore, this ordinance requests a waiver of the competitive bidding requirements of Columbus City Code, Section 329.06.

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**3. Informal bids received and prices for each:** Formal bid, considered on an informal basis. Estimated savings in awarding to the low bidder are \$90,000 annually.

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**4. If lowest bid was not accepted, Explain:** Low bid was accepted.

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