

**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 and 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 Use of RFP process for purchase other than professional services

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

We are waiving the portion of Columbus City Code Chapter 329 pertaining to the RFP process in order to purchase a commodity (purchase power). The RFP section of the code is specific to professional services, so it is necessary to waive this section of the code in order to use the RFP process for anything beyond professional services. In this particular case we are seeking companies to provide a proposal for the provision of power and we may, or may not, base the award on the lowest price -- given how the price for purchase power is structured. The same type of waiver has been approved in the past to allow for use of the RFP process to buy a Sewer Vactor Truck and fire trucks.

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3. Informal procedure used:

- telephone quotations
- written quotations (RFP process)
- negotiations

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4. Informal bids received and prices for each:

RFP will be issued.

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

RFP has not yet been issued.

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ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:

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