

**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      These purchase orders are for various auto parts and shop supplies. There is often a need for items not currently available from City-wide contracts. Under various circumstances, the City must have these items within a short period of time which precludes formal competitive bidding.

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

See above.

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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:

Various

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

Lowest bid is accepted.

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APPROVED BY: \_\_\_\_\_

(Authorized Signature)

DATE: \_\_\_\_\_

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