

**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. Desire to maintain current vendor in the interest of project continuity.

2. Detailed explanation of reason (must be completed by division): Technology requests the waiver of chapter 329's competitive bidding requirements as the project is under. Continuing with current vendor will assure project continuity.

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 #: 0468-2022

APPROVED BY: _____

DATE: _____
