

**BID WAIVER INFORMATION FORM TO ACCOMPANY LEGISLATION
(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 – Unique service specifically designed for Columbus Fire's RREACT Grant reporting
-

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

The Division of Fire wishes to continue this specialized application programming services, which has been effective in accurately reporting RREACT grant related reporting.

The Division of Fire remains satisfied with this unique program, and does not seek an alternative reporting solution.

3. Informal procedure used:

- ☐ telephone quotations
 - ☒ written quotations
 - ☐ negotiations
 - ☐ formal bids
-

4. Informal bids received and prices for each: Written Quote

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

Ordinance #:1158-2023

APPROVED BY: _____ DATE _____
(Authorized Signature)