

**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)

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

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

Since 2003 Franklin County Municipal Court has been contracting with Willo Security for security guard services in the Municipal Court Building. The continuation of security services in the Municipal Court Building located at 375 S. High Street, is absolutely necessary for the safety and well being of the employees and the general public. The Franklin County Municipal Court wishes to request waiving competitive bidding.

3. Informal procedure used:

- ☐ telephone quotations
- ☐ written quotations
- ☒ Negotiations

4. Informal bids received and prices for each:

N/A

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

ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:
