

**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 Pursuant to the authority granted by Mayor's Emergency Letters, the Finance and Management Department contracted with D. J. Bradley Company, Inc. for various replacements of damaged furnishings at the Central Safety Building. During the course of this project it has become obvious that offices adjacent to the water-damaged areas should remain consistent in terms of final appearance, layout, and structure. Since D. J. Bradley Company, Inc. provided the emergency replacement systems furniture and work stations damaged by the water infiltration, this ordinance authorizes Finance and Management Department to enter into contract with this same firm for the replacement of systems furniture and chairs in two adjacent office areas, one located on the sixth floor (Room 665) and the other on the fifth floor (Room 575)

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

Pursuant to the authority granted by the Mayor's Emergency Letters, the Finance and Management Department contracted with D. J. Bradley Company, Inc. for various replacements of damaged furnishings at the Central Safety Building. During the course of this project it has become obvious that offices adjacent to the water-damaged areas should remain consistent in terms of final appearance, layout, and structure. Since D. J. Bradley Company, Inc. provided the emergency replacement systems furniture and work stations damaged by the water infiltration, this ordinance authorizes Finance and Management Department to enter into contract with this same firm for the replacement of systems furniture and chairs in two adjacent office areas, one located on the sixth floor (Room 665) and the other on the fifth floor (Room 575).

3. Informal procedure used:

- ☐ telephone quotations
- ☒ written quotations
- ☐ negotiations

4. Informal bids received and prices for each:

Received quote for vendor.

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

Lowest bid is accepted.

ORDINANCE #:

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE:
