

**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):

Engineer had previously design the air handling system that is being added on to which will create a significant cost savings.

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:

n/a

ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:
