

**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 _____

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

Engine 3 needs a new engine and is currently out of service until this replacement is complete. Due to the emergency nature of this vehicle there is not enough time to proceed with a formal bid. Fleet Management is confident in the work previously done by vendor, WW Williams and would like to use them for this repair. WW Williams is the Columbus Ohio factory authorized dealer for the Detroit Diesel engine that needs to be replaced in Engine 3 and they have factory trained technicians who would be performing the work.

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 #: | 2915-2015 |
| APPROVED BY: | <i>Authorized Approval on Corresponding Legislative File</i> |
| DATE: | 11/13/15 |
