

**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 donation

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

The Department of Technology wishes to donate two surplus Hewlett Packard laptop computers that are no longer being used by the department to the Marion Franklin Civic Association. To do so requires waiver of certain sections of Columbus City Codes Section 329 relating to sale of city owned properties.

3. Informal procedure used: NA – these are donations

- ☐ telephone quotations
- ☐ written quotations
- ☐ negotiations

4. Informal bids received and prices for each: NA – these are donations

5. If lowest bid was not accepted, explain criteria for award: NA – these are donations

ORDINANCE #: 3034-2018

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE: 10-31-18
