

**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 Columbus City Code Section 329.28 (d) requires that an odd number of committee members evaluate proposals. All 7 members of the committee took part in the initial review and scoring of proposals. However when presentations were conducted one of the committee members had a personal schedule conflict and therefore could not be present and score the final proposals and thus not having an odd number of members as required by City Code Section 329.28 (d). Therefore, the Department of Public Safety is requesting a waiver of Columbus City Code 329.
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2. Detailed explanation of reason (must be completed by division):

Columbus City Code Section 329.28 (d) requires that an odd number of committee members evaluate proposals. All 7 members of the committee took part in the initial review and scoring of proposals. However when presentations were conducted one of the committee members had a personal schedule conflict and therefore could not be present and score the final proposals and thus not having an odd number of members as required by City Code Section 329.28 (d). Therefore, the Department of Public Safety is requesting a waiver of Columbus City Code 329.

3. Informal procedure used:

- ☐ telephone quotations
- ☒ written quotations - an RFP process (via Bonfire system) was utilized.
- ☒ negotiations – an RFP process (via Bonfire system) was utilized.
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4. Informal bids received and prices for each:

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

ORDINANCE #: 2126-2019

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE:
