

**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)

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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      Due to the complexity of this purchase it was determined that the best approach for this procurement was an RFP process and at the time of the bid process, the current City Code does not have a provision for the procurement of goods using a RFP.
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2. Detailed explanation of reason (must be completed by division):

Due to the complexity of the purchase of Firefighter Turnout Gear for the Division of Fire, it was determined that the best approach for this procurement was an RFP process. The Division of Fire field tested the items from the vendors to make a determination of which company best met their needs. At the completion of the evaluation of testing, pricing and terms of the contract was negotiated.

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3. Informal procedure used:

- ☐ telephone quotations
- ☒ written quotations
- ☒ negotiations
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4. Informal bids received and prices for each:

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

Pricing was built into the scoring matrix. Though the recommended awardee offered the highest price, they were the highest in their overall scores based on multiple factors.

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ORDINANCE #:      2149-2019

APPROVED BY:      Authorized Approval on Corresponding Legislative File

DATE:      August 5, 2019