

**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 \_\_\_\_\_

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

In an effort to aid the Planning and Design Section (now Design and Construction) of Recreation and Parks, the Maintenance Division started an effort to develop design standards and guidelines for the Department's facilities. Xpert Engineering (previously x-cel engineering) was hired using a purchase order that was not to exceed \$50,000. Currently, xpert engineering has been paid \$19,537.50 towards accomplishing this task. To finish the work and to deliver the design guidelines and specifications to the City, this bid waiver is required to allow xpert engineering to complete the task that has already started.

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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: N/A

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

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ORDINANCE #:

APPROVED BY:

*Authorized Approval on Corresponding Legislative File*

DATE:

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