

**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):

The main purpose of the ordinance is to provide flexibility in the contracting process to expedite contracts near the end of the grant cycle. The Federal government, while offering technical assistance to the grant program administrative staff, has indicated that it is too cumbersome to solicit proposals for service contracts, legislate and execute the contracts in a reasonable amount of time. They have asked that we devise a method that allows us to distribute funds to sub-recipients in a timelier manner.

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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:

Service Contracts for the Ryan White Part A HIV Care grant program are awarded by service category to sub-recipient agencies based on capacity to provide services to clients within the jurisdiction according to the service standards set forth in the written agreement.

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

N/A

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ORDINANCE #:

APPROVED BY:

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*Authorized Approval on Corresponding Legislative File*

DATE:

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