

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. In accordance with section 329.27 of the Columbus City Code, City Council may determine that the City's best interest is served by waiving the City Code Formal Bid procedures for the following reason(s): (Note that these reasons are all based on time. Currently, formal bid average completion time is 133 calendar days.)

- An unanticipated breakdown created an unplanned, emergency need.
- The item to be purchased is of a perishable nature, the price or availability will perish before the formal bid process can be completed.
- Need to extend an existing contract for one year or more where no provision for extension was included in the original bid/contract.
- Need to increase a contract for additional supplies/services, although the original contract obligations have been fulfilled.
- A new law or regulation requires immediate compliance; there is insufficient time to accomplish formal competitive bidding and satisfy the needs in order to comply.
- Other: There is not enough time to obtain formally advertised, competitive sealed bids to satisfy the needs because:

When One-Stop Shop was put in place in 2002, there was no history specific to the cost of operation for the services covered by the One-Stop Shop MOU. With the agreement of the industry, Building Services fees, were arbitrarily increased to cover the operating costs of Building Services and to subsidize activities within the Transportation Division with the caveat that fee structures and collection of cost data would be review in the future to determine what fees were too low and what fees might be too high. With the approach of the 2005 budget year, it is apparent sufficient revenue is not available within the current fee structure to continue to provide the OSS services at current levels without a fee increase without beginning to dip into the reserves. In order to ensure the appropriate fees are being increased, the third-party consultant will review existing collection methodology to ensure all efforts are being made to accurately capture this information.

2. Informal bid procedure used: Yes No Explain: Due to the fact this process needs to be completed in order to move forward with the 2005 budget and fee schedule process, there was insufficient time to go through the competitive process. The firm selected is intimately familiar with public sector structure and time tables and works in this arena exclusively. They do not consult for private companies engaged in cost based accounting, thus the knowledge they bring to the table reduces the learning curve for the project.

3. Informal bids received and prices for each: Pricing is set by the contractor as a flat rate.

4. If lowest bid was not accepted, Explain: N/A

Approval Signature:

Director Authorized to Contract on Behalf of The City

Date

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**SINGLE SOURCE INFORMATION FORM
TO ACCOMPANY LEGISLATION
(LIMIT YOUR RESPONSE TO THIS SHEET)**

1. Verification of sole source:
(Why no other individual or business entity is capable of supplying the needed item)

 sole manufacture/distributor

 sole distributor authorized for this territory

 patented product purchased from owner/developer

 sole company offering this unique service

 other:

2. Describe efforts to determine that the company was a sole source:

3. Describe any effort to bid for alternate item (service or product) that is not provided by a sole source that would meet this need:

4. Indicate how the price or fee structure was determined:

Approved by: _____ Date: