

**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 See below

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

Due to the age of the current HVAC systems; which is the original equipment approximately eighteen (18) years old and has been in place since DoT acquired the building (1989), and weather conditions (months that generate high temperatures), the portable HVAC units need to be in place as soon as possible to avoid potential downtime for systems and equipment at the City Data Center and other City agencies. DoT already has a maintenance agreement with Affordable Choice that was renewed on 3/2007, which would allow this project to be more cost effective. DoT has acquired 3 quotes from various vendors and Affordable Choice submitted the lowest quote and they have the necessary units available. The lease agreement duration will be three months, being a temporary solution until an expected permanent HVAC replacement solution is in place by summer 2008.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

Affordable Choice: \$17,504.00

Mid-Ohio: \$18,500.00

Air force One: \$19,800.00

These prices are for a three month leasing period

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

Lowest quote was received

ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:
