

**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 This architecture firm is already working on the project.

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

Originally, Schooley Caldwell Associates, Inc. was selected for the project to consolidate Recreation and Parks and Technology Department offices and functions to 400 East Town Street from proposals received from four consulting firms on April 22, 2005. All firms were interviewed and it was determined at that time Schooley Caldwell Associates Inc.'s proposal and experience far exceeded the other firms. A contract was authorized by Ordinance 1093-2005, passed June 7, 2005. The Finance and Management Department asks that based on this previous evaluation, and the fact that much of the necessary space planning for the consolidation of functions has already been performed, Schooley Caldwell Associates, Inc. be awarded the contract to adapt the existing designs to the new offices at 1111 East Broad Street

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3. Informal procedure used: NA

- telephone quotations
- written quotations
- negotiations

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4. Informal bids received and prices for each:

Not applicable. See above explanation.

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

Not applicable

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ORDINANCE #: 1790-2006

APPROVED BY:

*Authorized Approval on Corresponding Legislative File*

DATE:

