

**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 Number 2 below.

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

A competitive process to solicit Roof anchor inspection and certification services, was attempted by the Department via RFQ028011. Zero responses were received to the request for quotations, therefore requiring a waiver of the competitive bidding provisions of Columbus City Code, Chapter 329. Applied Technical Services, LLC was asked to provide a quote for inspection services and subsequently completed the work. After the inspection it was determined that new roof anchors were necessary. As Applied Technical Services, LLC was familiar with the roofs, they were asked to provide a quote for the design, installation, and certification of new roof anchors.

3. Informal procedure used:

- ☐ telephone quotations
- ☒ written quotations – Quotes were requested from Applied Technical Services who previously performed anchor inspection.
- ☐ negotiations

4. Informal bids received and prices for each:
N/A

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

ORDINANCE #: 1358-2025

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE: 5/13/25
