

**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 Use of a RFP for non-Professional service contracts and selection of multiple contractors

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

The Land Redevelopment Office posted SA-006151 as a Request for Proposal. The RFP contained all of the criteria used to determine the contractor selection, including qualifications and how prices will be negotiated. Waiver of bid requirements is necessary for the following reasons:

1. Use of an RFP process for non-professional service contracts (work typically considered construction type services);
2. Selection of multiple contractors;

The process is used to establish contracts with multiple contractors who meet the minimum qualifications established in the RFP. The companies responded to a Request for Proposal (RFP), SA-006151, and were selected by an evaluation committee as the companies with the best proposals based on price, prior experience, resources and qualifications.

The contractors have a proven track record, experience, and understanding of the requirements of the Land Bank program. A total of eighteen companies responded.

3. Informal procedure used: N/A

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

Bids were received based on a published RFP document. Prices were received for several categories of work; contractors were selected by an evaluation committee as the companies with the best proposals based on price, prior experience, resources and qualifications.

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

ORDINANCE #: 0603-2016

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE: