

**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 \_\_\_\_\_

---

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

City Code 329 was modified to require all service contractors to pay a responsible wage and provide a health insurance benefit. Housing and Fiscal found the Invitation to Bid (ITB) process does not allow a City agency to negotiate pricing to ensure awarded bidders account for responsible wage requirements. In addition, the ITB process is limited to the lowest bid rather than weighing the contractor's ability and capacity to perform the demand of the contract.

By processing the procurement project as a Request for Statement of Qualifications (RFSQ) and scoring each offeror on their experience, equipment, and personnel allowed the evaluation committee to determine the most qualified contractors to perform the services on residential properties within the city limits of Columbus, Ohio.

The Division of Housing published and notified registered vendors of the procurement project through the City's Vendor Services portal and bulletin.

The RFQ provided instructions to submit supporting documentation on the City's Bonfire portal.

A bid waiver is required to enter into contracts because the Request for Statement of Qualifications (City Code 329.27) process allows agencies to award only professional service contracts, and technical proposals were not requested from offers since we provided technical specification requirements to follow.

---

3. Informal procedure used:

- ☐ telephone quotations

☒ written quotations

☒ negotiations

---

4. Informal bids received and prices for each:

---

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

---

ORDINANCE #: 2348-2025

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE: 08/14/2025

---