

**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 Use of an RFP for non-professional service contracts

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

The Housing Division issued a Request for Proposal (RFP) SA-005831. The RFP allowed those who submitted to propose prices for routine emergency mechanical services and stated that multiple contracts would be awarded based on a negotiated rate. The Waiver of Competitive Bidding is necessary because:

- The use of an RFP for non-professional service contracts (mechanical services);
- Selection of multiple contactors for the same work;
- Negotiation of process based on the amounts provided in the proposals.

This process is being used to establish contracts with multiple contractors who meet the qualifications established in the RFP and are being paid the same amount. The RFP defined the scope of work and process for evaluation. Four proposals were submitted and all were selected based on the negotiated price for routine items. Because many repairs are seasonal, such as the replacement of furnaces in the winter, and the need is emergency and acute in nature, the Housing Division needs to have multiple contractors to provide the needed services to provide service to our homeowners in a timely manner.

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3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

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4. Informal bids received and prices for each:

Bids were received from the published RFP document. Responders could select the services that wish to provide. All contracts will provide standard pricing for routine items. All contractors were offered the standard price and accepted the offer.

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

See above

A price was negotiated for the more common repairs based on all submissions.

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ORDINANCE #:

APPROVED BY:

*Authorized Approval on Corresponding Legislative File*

DATE:

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