ORD# 1248-2012

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 and 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   Obvious error in bidder's bid proposal, listing unit price item as lump sum item.

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

    The Department utilized a formal competitive process to advertise and bid this job pursuant to Columbus City Code 329.09. Alumni Roofing's total bid price was $542,190, which is $82,547.30 less than the next lowest bidder.

    However, upon review of the bid, on one item, a lump sum was used by Alumni rather than a unit price as requested. If the unit price was applied, the total bid would be over $50 million, indicating an obvious error had been made by Alumni.

    Alumni has clarified its bid that a lump sum was mistakenly provided for that item, and has clarified how the lump sum it provided translates to the unit price. This clarification does not change the total bid amount and Alumni is still the lowest bid.

    In order to allow DPU to award to the lowest bidder notwithstanding the obvious error, thereby saving +$82K, waiver is requested. The City Attorney's Office was consulted on this matter and supports this request.

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:

    The lowest bid is being accepted. Waiver is needed to correct an obvious error. The City Attorney's Office has recommended that the applicable provisions of Chapter 329 be waived in order to award this contract to Alumni Roofing.

APPROVED
BY: _____   DATE: _____
           (Authorized Signature)