

**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):

In June 2008, the Finance and Management Director selected SEA, Ltd. per the process outlined in Columbus City Codes 329.10 (Process for awarding professional service contracts not exceeding twenty thousand dollars). Upon investigation by SEA, Ltd. it was discovered that moisture was entrained within the roofing materials. This required the contractor to replace 25% of the roof. At this point, the City determined that it was in the City's best interests to retain SEA, Ltd. to monitor the additional construction, thereby necessitating this modification. Due to this price increase over \$20,000, the contract should have normally been awarded through the process as outlined in Columbus City Codes 329.11 (Process for awarding professional service contracts exceeding twenty thousand dollars, but not exceeding fifty thousand dollars). The Finance and Management Department respectfully requests a waiver of this provision of the Columbus City Codes. It would not have been in the best interests of the City to select another vendor.

3. Informal procedure used:

- telephone quotations
- written quotations
- * negotiations

4. Informal bids received and prices for each:

NA

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

ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:
