

**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):

An original boiler at the Beacon Building is approaching 60 years old and is close to reaching the end of its useful life. The specific unit in question is part of a three boiler heating system for the Building. The unit is still functioning, however due to its age and increasingly deteriorated condition it is likely that the unit will fail soon. As there is significant lead time needed for design services, asbestos remediation and removal of the existing unit, as well as acquisition and installation of the new unit. Therefore, Finance and Management recommends that the competitive bidding provisions of Columbus City Code, 1959 be waived so as to ensure that the new unit is installed and ready for use at the earliest possible time. All best efforts will be used to identify the appropriate vendors with the necessary skills to provide the needed part or service at the lowest cost to the city..

3. Informal procedure used:

- ☐ telephone quotations
- ☒ written quotations
- ☒ negotiations

4. Informal bids received and prices for each:

Received quote for vendor.

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

Lowest bid is accepted.

ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:
