

**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. Smith Roofing & Sheet Metal's total bid price as indicated in Bid Express was \$253,086.50, which was the highest of the three submitted bids.

However, upon review of the bid, on one item, a lump sum was used by Smith Roofing and Sheet Metal rather than a unit price as requested. When the unit price was applied, the total for this bid item was \$76,800 compared to \$1,440 and \$1920 for the other two bidders, indicating an obvious error had been made by Smith Roofing.

Smith Roofing 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 changes the total bid amount indicated in Bid Express and results in Smith Roofing as the lowest bid at \$176,766.50.

In order to allow DPU to award to the lowest bidder notwithstanding the obvious error, thereby saving over \$3,000, a waiver is requested. The City Attorney's office was consulted on this matter.

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 indicated that the applicable provisions of Chapter 329 must be waived in order to award this contract to Smith Roofing & Sheet Metal.

APPROVED BY: _____

(Authorized Signature)

DATE: _____