

**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):

Potomac Electrical Services LLC was awarded the Electrical Switchgear Inspection services under RFQ022101 initially and was awarded with an option to renew for one year and for each year of the contract, funding is contingent on availability within the budget, mutual agreement between the parties, approval of City Council, and certification of funds by the City Auditor. This contract renewal did not make it to council prior to the contract expiration date of 12/31/2025 and then there were discussions with the vendor to verify if they were willing to continue doing the planned inspections, testing, troubleshooting and repairs to ensure the correct operation of all components and their interaction for the equipment life cycle do not effect plant operations. Due to the ongoing efforts and collaboration with Potomac Electrical Services, LLC, the loss of time and additional fees associated with starting these processes over would not be in the best interest of the City. Additionally, Potomac Electrical Services, LLC also has experience, knowledge base of the Department's needs, and have been able to keep this important equipment running for the plants.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

Not Applicable.

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

Not Applicable.

ORDINANCE #: 0596-2026

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE: 03/13/2026
