

**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 Currently under contract with the Department on all CRPD facilities HVAC controls.

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

The Contractor performing the work has worked on the building, including the recent Commissioning and currently maintains all of the Department's HVAC controls. Riley and Associates are the most knowledgeable contractor with both the site and the equipment. The improvements need to be done before the a/c season starts. Finding another contractor would cause a delay with updating them on the project.

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:

ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:
