

**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 Use of multiple contractors

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

The Land Redevelopment Office posted SA-006150 as an Invitation To Bid and nineteen companies responded. All bids were reviewed and ranked by an evaluation committee based on the criteria established in the bid solicitation. Thus creating a list of contractors deemed to be the lowest, responsive, responsible, and best bidders. The highest ranked bidder is unable to provide lawn care services for all properties maintained by the Land Bank thus we need to enter into contract with multiple vendors. Contracts will be offered first to those with highest ranking in the evaluation process until all land bank parcels have been assigned for lawn care. The rest of the qualifying companies will be alternates and will only be offered contracts in an as-needed basis.

Waiver of bid requirements is necessary for the following reasons:

1. Selection of multiple contractors;

The process is used to establish contracts with multiple contractors who meet the minimum qualifications established in the bid request.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

Prices are based on a quantitative measure: cost to mow per lot. Most of the bidders for our services are small businesses that do not have the capacity to maintain more than 100 lots while the land bank is responsible for maintaining 1500 parcels approximately

5. If lowest bid was not accepted, explain criteria for award:
Contracts will be offered first to those meeting the minimum requirements with lowest initial bid prices until all land bank parcels have been assigned for lawn care. The rest of the companies will be alternates and will only be offered contracts in an as- needed basis.

ORDINANCE #: 0588-2016

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE: