

**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): The existing UTC contract for HVAC Maintenance and Repair at Arlingate Facility for Department of Technology expires December 31, 2008. All extensions provided for in the original contract have expired and solicitation for a new contract is being produced. The bid and legislation process will not be completed before the expiration date of the current contract.

3. Informal procedure used: N/A

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

N/A

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

ORDINANCE #: 1759-2008

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE:
