

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

Currently, the HVAC controls at the Health Department are sporadically inoperable. In the first two weeks of November 2004, the building's heating system was inoperable during five separate days. If the heating system fails during colder weather, various Health Department programs could be jeopardized. Programs housed in the Health Department building include the Sexually Transmitted Disease, HIV/AIDS Clinic, the Tuberculosis Clinic, the Immunization Clinic, the Alcohol and Drug Abuse Program, the Women, Infant, and Children Program, and the Community Dental Program. It will be necessary for the Public Service Department, Facilities Management Division to select a contractor to perform an evaluation of the current system and then to select a contractor to renovate the system.

DETAILED PROJECT DESCRIPTION:

Select

3. Informal procedure used:

- telephone quotations
 - written quotations
 - negotiations
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4. Informal bids received and prices for each:

Not received yet.

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

ORDINANCE #: 2043-2004

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE: November 9, 2004