

**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):

Ameresco brought to CRPD's attention the opportunity to help fund one of its upcoming CIP projects. The grant application for this project involves engineering services, including gathering facility data, energy usage data, utility bill data and an energy audit. This information is required to complete the grant application. The application is due on September 29, 2023, we were just informed of the opportunity, and there is not enough time to procure formal responses. Ameresco has successfully completed other HVAC projects for CRPD, making the information required for this application readily available to them, saving the Department time and money.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

Ameresco - \$13,000.00

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

ORDINANCE #: 2095-2023

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE: 6/29/23
