

**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)

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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):

In the past four years, the Department contracted with CB Richard Ellis to provide operation and management services at the Municipal Court Building. CB Richard Ellis recently decided not to renew that contract. As a result of the recent decision by CB Richard Ellis not to exercise its renewal option, the Facilities Management Division had no time to competitively bid this contract. Because CB Richard Ellis sub-contracted with BTENA to provide the four workers described above, the Facilities Management Division decided to negotiate with BTENA to keep these employees in the Municipal Court Building for one year.

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3. Informal procedure used:

- telephone quotations
- written quotations
- \* negotiations

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4. Informal bids received and prices for each:

Only negotiation was with Building Technology Engineers of North America. The price is \$191,936.90.

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

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ORDINANCE #: 0558-2004

APPROVED BY:

*Authorized Approval on Corresponding Legislative File*

DATE:

March 16, 2004

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