

**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 Best interests of cost and efficiency for project completion

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

This vendor has completed a similar project to satisfaction for the Department of Public Utilities. The vendor has provided a project plan (with cost estimates) that is heavily contingent on adapting and modifying their prior completed work for DPU for application to the Fleet Management Division. In doing so, their projected cost would be lower than another vendor building a project plan from the ground up. It is also likely that the vendor would be able to execute their project with greater speed and efficiency due to their familiarity with city protocols and procedures.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

Vendor has submitted an estimate of \$313,700 for the requested project, an environmental audit of all city fuel and generator sites and the development of an environmental management system (EMS).

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

ORDINANCE #: 0777-2013
APPROVED BY: Authorized Approval on Corresponding Legislative File
DATE: _____
