

**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 Use of multiple contractors and negotiation of price

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

The Land Redevelopment Office posted SA-005716 as an Invitation To Bid and eleven companies responded. However, the lowest price bidder is unable to provide lawn care services for all properties maintained by the Land Bank thus we need to enter into contract with multiple vendors. Therefore a price list was negotiated with all vendors that had responded to the bid request thus increasing the number of vendors that are interested in providing lawn care services and ensuring there is enough capacity to maintain all Land Bank parcels. Contracts will be offered first to those with lowest initial bid prices until all land bank parcels have been assigned for lawn care. The rest of the companies that agreed to the price list will be alternates and will only be offered contracts in an as-needed basis.

Waiver of bid requirements is necessary for the following reasons:

- 2. Selection of multiple contractors;
- 3. Negotiation of prices based on the amounts provided in the proposals and previous contracts.

The process is used to establish contracts with multiple contractors who meet the minimum qualifications established in the bid request and are paid the same amount.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

Prices are based on a quantitative measure: cost to mow per lot. All contracts will have the same price structure. The contractors were offered a base price of \$20 per lot, which is the charge that resulted from the last formal bid process and the Average charge in our current submitted bids. All contractors are given an opportunity to accept this price or they will not be offered a contract. All contracts will contain this base charge.

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

Contracts will be offered first to those with lowest initial bid prices until all land bank parcels have been assigned for lawn care. The rest of the companies that agreed to the price list will be alternates and will only be offered contracts in an as- needed basis.

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