

**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):

With the current social distancing mandates, the golf division was researching best practices of open facilities to accommodate the requirements. Permitting golf carts for single riders only was a safe way for us to provide the use of the carts while still maintaining a six foot space for golfers. We reached out to our current supplier to discuss additional carts for us to use. Single riders potentially reduces our cart availability in half.

The proposal was to take the following steps:

- Terminate the current cart contract June 30, 2020.
 - Contract payments for 385 carts would end with the June 2020 payment
- Enter into a new contract for the remainder of 2020 and an additional 5 years.
- Receive 190 new carts in June and keep 195 of the current carts
 - Payments for 2020 would be part of the new contract starting in July and end in November.
 - Payments would only be for the new 190 carts at \$96/cart (currently \$101/cart)
 - Savings would be \$103,706.25 for the 2020
- For 2021 through 2025 the savings would be \$16,170 per year, \$80,850 total for 5 years

In order to enter into a new contract, the department would need a bid waiver.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

SEE ATTACHMENTS FOR QUOTES

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

ORDINANCE #:

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE:
