

**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):

The Division of Water is in need of a new evaporator for the rooftop chiller, which is used to regulate the building temperature at the Public Utilities Complex. The current evaporator has broken and is not repairable. There is not enough time to formally bid this item, as it will take three weeks to order and construct and two days to install it. Without this equipment, the building will not be able to maintain a suitable workplace environment.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

Trane provided a written quote for \$27,836.27
TP Mechanical Contractors provided a written quote for \$27,723.00
George Lynch controls, Inc. provided a written quote for \$27,200.00

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

ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:
