
**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. In accordance with section 329.27 of the Columbus City Code, City Council may determine that the City's best interest is served by waiving the City Code Formal Bid procedures for the following reason(s): (Note that these reasons are all based on time. Currently, formal bid average completion time is 160 calendar days.)

- An unanticipated breakdown created an unplanned, emergency need.
- The item to be purchased is of a perishable nature, the price or availability will perish before the formal bid process can be completed.
- Need to extend an existing contract for one year or more where no provision for extension was included in the original bid/contract.
- Need to increase a contract for additional supplies/services, although the original contract obligations have been fulfilled.
- A new law or regulation requires immediate compliance; there is insufficient time to accomplish formal competitive bidding and satisfy the needs in order to comply.
- Other: There is not enough time to obtain formally advertised, competitive sealed bids to satisfy the needs because: To procure these services, a Request for Proposal (RFQ003347) was published and opened November 21, 2016. The solicitation received five (5) proposals, which were scored by an evaluation committee of five (5) employees, one from each of the following departments: Public Utilities, Public Service, Building and Zoning Services, Development, and Technology. Each committee member scored the proposals and the committee recommended the two highest scoring offerors – Prime AE Group Inc. and Woolpert Inc.

2. Informal bid procedure used: Yes No Explain:

Formal bid awarding the project to the two highest scored vendors. This will provide flexibility and will allow for utilization of resources from two companies, therefore a bid waiver is requested.

3. Informal bids received and prices for each:

N/A

4. If lowest bid was not accepted, Explain:

N/A

Ordinance No.: 0474-2017

Approved By: Authorized Approval on Corresponding Legislative File
