

**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 City advertised the project on Vendor Services and received two bids. Both bids had errors, resulting in the Director of the Department of Finance and Management requesting a waiver of Columbus City Code Chapter 329 for the selection of construction services for this project. The lowest bidder is Lincoln Construction, Inc. City Code, Chapter 329.20(h)(1) states that bidders shall, "Provide a list with its bid submission of all subcontractors the bidder intends to utilize for the project...." Lincoln Construction stated in their bid that they would perform all the work and not employ any subcontractors. During the bid evaluation process, Lincoln Construction indicated that they will be subcontracting about 44% of the work. 2K General Company included a list of subcontractors in their bid, however, they did not list one of the three approved masonry subcontractors included in the Invitation for Bid (IFB). Due to the complexity of the masonry work on the project, the city stated in the IFB that one of the approved subcontractors must be used on the project. Instead, they listed a subcontractor not on the list. Additionally, they did not request that the company they listed be added to the approved list while the project was advertised. Since the city did not have an opportunity to evaluate 2K General's masonry subcontractor and possibly add them to the list, other bidders did not have the opportunity to possibly consider this additional subcontractor. All other portions of Lincoln Construction, Inc.'s bid conformed to the requirements of Chapter 329 of Columbus City Code except their listing of subcontractors.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

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

ORDINANCE #: 2313-2015
APPROVED BY: Authorized Approval on Corresponding Legislative File
DATE: _____
