

**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 Cannot evaluate intangible specs associated with hotel services

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

This purchase was not formally bid due to the difficulty in identifying specifications covering important, subjective requirements (e.g. quality of the accommodations, cleanliness, staff relations, etc.), and as such, a waiver of the competitive bidding provisions of Columbus City Codes Chapter 329 is requested. The Commission did, however, contact, through an informal bid document, four (4) hotel facilities located within one-mile of the Polaris Mall that had a Hotels.com Guest Review Rating of 4.5/5 or higher, and could offer suites, free in-house breakfast, free shuttle service, and complimentary use of a conference room. Of the four facilities contacted, only Cambria Hotels & Suites Columbus-Polaris responded, committing to meet all identified bid criteria.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

Cambria Hotels & Suites Columbus-Polaris was only bidder. Bid \$128.64 per hotel room/suite night reserved.

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

ORDINANCE #: 1289-2017

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE:
