

**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)

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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 \_\_\_\_\_

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

The Department of Finance and Management intends to take a comprehensive approach in bidding similar contracts. This approach should provide greater efficiencies, economies and coordination of similar functions and services, though it is possible though that one or several contracts may be established once this bidding process is complete. To accomplish this goal we want to align the contract ending dates of these contracts. This will enable us to extend the current building maintenance contract at 375 South High Street by thirteen months for the period covering April 1, 2011 through April 30, 2012. CBRE Technical Services has performed within the expectations of the contract and has agreed to continue servicing the building under the same terms and conditions.

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3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

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4. Informal bids received and prices for each:

Not Applicable.

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

Not Applicable.

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ORDINANCE #:

APPROVED BY:

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*Authorized Approval on Corresponding Legislative File*

DATE:

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