

**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):

Equity Real Estate, the former owner of the buildings, has the history and knowledge of the buildings' HVAC and other mechanical problems, and has been responsive in making emergency repairs and addressing all other building management issues. The time needed to bid out this contract for 2006 would adversely impact COAAA and would likely result in no cost savings, but COAAA intends to bid this contract in 2007. Therefore, competitive bidding is being waived in order to provide for continuous service to the buildings.

3. Informal procedure used: **N/A**

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each: **N/A**

5. If lowest bid was not accepted, explain criteria for award: **N/A**

APPROVED BY: _____ DATE: _____
(Authorized Signature)
