

**BID WAIVER INFORMATION FORM  
TO ACCOMPANY LEGISLATION  
(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 –

An evaluation committee consisting of three representatives from the Department of Public Service, one from the Division of Fleet Management and one from the Finance and Management scored and ranked written proposals submitted by the offerors. One finalist was invited to make an oral presentation and then submitted pricing. After evaluating all offers and viewing the presentation, in compliance with Columbus City Code Chapter 329, the committee submitted final rankings. Competitive bidding is being waived for this purchase, as no provision exists within the City Code for such an evaluation process.

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

The Department of Public Service have ongoing needs for anti-icing and deicing equipment; after the committee's evaluation, negotiations were entered into with one finalist for anti-icing and deicing equipment with catalog resulting in bid quotation to be used for a multi-year (UTC) contract mutually accepted by both parties.

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3. Informal procedure used:

- telephone quotations
  - written quotations
  - negotiations
  - formal bids
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4. Informal bids received and prices for each:

Bell Equipment	\$110,945.48
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5. If lowest bid was not accepted, explain criteria for award:

N/A

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