

**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 EMH&T has completed all the preliminary work for design of roadways

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

EMH&T was a subcontractor on a contract with Design Group, architect for the John Maloney Health and Wellness Center. The contract was modified to allow EMH&T to produce concept drawings for streetscape improvements quickly for the Development Department. Development would like to continue an agreement with EMH&T to produce design documents for constructing the streetscape improvements. Since EMH&T has completed all the preliminary work they will have a head start on design. This will save the City time and money as we will not have to select another contractor who will have to repeat EMH&T's preliminary work.

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:

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APPROVED BY: Authorized Approval on Corresponding Legislative File
DATE: June 12, 2013
