

**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):

It is necessary to waive the competitive bidding provisions of the Columbus City Codes because a formal solicitation for these professional services was not conducted due to the fact that Moody-Nolan, Inc. has had an ongoing and significant presence in the planning and formulation of the Reeb School renovation, and an earlier iteration when the services of the Southside Learning and Development Center (a significant service provider that will operate from the School) was considering a stand-alone facility. Given their substantial role in the initial project formulation and subsequent space planning it would not be prudent for the City to solicit another proposal. Furthermore, Finance and Management has determined that Moody-Nolan, Inc.'s fee proposal for the project is reflective of this extensive background and knowledge and it would be imprudent to seek another proposal.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

Not Applicable.

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

Not Applicable.

ORDINANCE #:

APPROVED BY:

DATE:

Authorized Approval on Corresponding Legislative File
