

**CITY OF COLUMBUS-BID WAIVER INFORMATION FORM**  
**To accompany legislation which waves any provision of Columbus City Code Chapter 329**

**1 Reasons for waiving City Code bid procedure:**

- An unanticipated breakdown created an unplanned, emergency need.
- The item to be purchased is of a perishable nature
- Need to extend an existing contract for one (1) year or more where no provision for extension was included in the original bid/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:** All five bids were deemed non-responsive for failure to submit required certificates and/or product details for alternate roofing systems. The apparent low bidder, VEC Systems failed to submit manufacturer approved installer certificate and alternate roofing system details. The next low bidder Field and Associates failed to submit manufacturer approved installer certificate, insurance certificate, however they did quote one of 2 roofing systems specified in the bid.

**3 Informal bid procedure used:**

- Telephone Quotations
- Written Quotations
- Negotiations

**4. Informal bids received and prices for each:** Formal bids were taken on March 19, 2009

**5. If lowest bid was not accepted, explain:** See item 2 above.