

**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 increase 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 See below.

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

The original contract was less than \$20,000.00 and was bid informally. Formal bidding requirements quite possibly should have been waived with the original contract award. They are being so waived now to insure compliance with the intent and the letter of the formal competitive bidding requirements of the City Code.

3. Informal procedure used:

- telephone quotations
- written quotations. A quotation was solicited from the consultant who e-mailed a response.
- Negotiations

4. Informal bids received and prices for each:

\$5,000.00. This price incorporated an hourly rate, overhead rate and percentage profit all consistent with the original contract.

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

N/A

ORDINANCE #:	<u>1641-2005</u>
APPROVED BY:	<u>Authorized Approval on Corresponding Legislative File</u>
DATE:	<u>September 27, 2005</u>
