

**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)

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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 EMH&T already has extensive knowledge pertaining to the project areas.

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

EMH&T, Inc. had completed design drawings, under the direction of the Columbus Downtown Development Corporation (CDDC), for this Town Street project. However, the low bid was much greater than the original engineer's estimate and the City, in cooperation with the CDDC, made the determination to reject all bids and downscale the project scope. Since this project involves the improvement of an existing City street, and the CDDC does not have adequate manpower or resources to complete the project, the Transportation Division will manage the new design. Since EMH&T already has extensive knowledge pertaining to the project area, they would be best suited to make changes to the existing plans, saving time and money.

Similarly EMH&T has an existing survey and plans for Front Street from Broad Street to Mound Street. Again, this project was initiated by CDDC. The plans are approximately 35% complete and reflect a two-way conversion in the project scope. This two-way conversion of Front Street is necessary to accommodate the residential development to the south and adjacent to Town Street. Again since EMH&T already has extensive knowledge pertaining to the project area, they would be best suited to make changes to and complete the existing plans.

This action would require that the formal competitive bidding process prescribed by Section 329 of the Columbus City Code, 1959, be waived.

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3. Informal procedure used: The design fee will be at the same overhead and profit margins as the original contract between EMH&T and the CDDC.

- ☐ telephone quotations
- ☐ written quotations
- ☐ negotiations

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4. Informal bids received and prices for each:

N/A

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

N/A

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ORDINANCE #: 1616-2007

APPROVED BY: *Authorized Approval on Corresponding Legislative File*

DATE: 10-2-2007

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