
**BID WAIVER INFORMATION FORM
TO ACCOMPANY LEGISLATION
(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 _____
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2. Detailed explanation of reason (must be completed by division):

The City's reimbursement agreement with the Developer required them to seek and follow the competitive bidding requirements of the Columbus City Codes. The low bidder failed to properly enter a cost for the force account item, and was determined non-responsive. Upon advice of the City Attorney, the Director of Public Utilities has determined that he bid documents were ambiguous with regard to manner in which the force account item was to be entered, and as such is requesting this Council to waive the competitive bidding requirements to allow the subject award to the low bidder.

3. Informal procedure used:

- ☐ telephone quotations
 - ☒ written quotations
 - ☐ negotiations
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4. Informal bids received and prices for each:

Formal competitive bids were received for this project.

5. If lowest bid was not accepted, explain criteria for award: Although the low bidder was deemed non-responsive, the City is requesting the bid waiver to facilitate the eventual award to the subject bidder.
