

**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 The specialized professional services required were better suited to an RFP process rather than an ITB as cost was not the only factor for consideration.

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

The specialized professional services, qualifications, and experience required are not defined in City Code 329.04 (O) allowing for the solicitation of proposals through a Request For Proposal process which was deemed a more prudent process to meet the City's need than an ITB as cost was not the only consideration but also competency, ability to perform, quality & feasibility and past experience were essential criteria for evaluation. In general, the provisions of 329.14 outlining the RFP process were followed.

3. Informal procedure used: In general, the provisions outlined in 329.14 for the RFP process were followed. and the RFP was posted on Vendor Services.

- ☐ telephone quotations
- ☒ written proposals with quotations
- ☐ negotiations

4. Informal bids received and prices for each:

5. If lowest bid was not accepted, explain criteria for award: Competency, Ability to Perform, Cost, Quality & Feasibility of Proposal; Past Performance

ORDINANCE #: 0767-2012

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE: 3-28-2012
