

**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 and 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 _____

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

Ordinance 2511-2011 authorized the Director of Public Service to enter into a design reimbursement agreement with Ohio State University (OSU) for the Roadway Improvements - Cannon Drive Relocation project. Under this agreement, the City shall reimburse OSU for the preliminary engineering for the Roadway Improvements - Cannon Drive Relocation project. OSU had followed their competitive bidding process and chose EMH&T as the engineering consultant for the project.

Preliminary engineering is complete and the next phase is detailed design. Because EMH&T was competitively selected to perform the preliminary engineering and it was determined that the Department of Public Service would hold the detailed design agreement, the Department is seeking approval under Columbus City Code Section 329.27 to waive competitive bidding for the selection of engineering services for this project and enter into contract directly with EMH&T.

3. Informal procedure used:

- ☐ telephone quotations
- ☐ written quotations
- ☒ negotiations

4. Informal bids received and prices for each:
Not applicable

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

ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:
