

**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 \_\_\_\_\_

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

Construction plans need to be updated prior to commencement of work when the weather improves to accommodate a wider section of roadway along Nationwide Blvd due to the introduction of a development project in the area of the construction known as Confluence Village. Updated plans are needed by the construction contractor in five weeks to keep construction on schedule. Due to the tight timeframe to produce the updated plans, there is not enough time to conduct a competitive event to select a professional services provider and wait for them to familiarize themselves with the project and the existing design. EMH&T is the designer of record.

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3. Informal procedure used:

- ☐ telephone quotations
- ☐ written quotations
- ☒ negotiations

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4. Informal bids received and prices for each:  
\$49,000.00 to update previous construction plans

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

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DATE:	01/23/19

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