

**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 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      Unique project that City Attorney's office recommended a bid waiver since it did not fit into any one type of procurement.

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

The selection of the firm providing the services has been performed in accordance with Columbus City Code, Section 329.28. Based on the nature of the services to be provided, the use of various funding sources, and the timeline for the implementation of various phases of the project, two contracts will be executed. One contract will provide for the initial supply and installation of meters and the communications infrastructure. The second contract will provide for the software, operation support, and maintenance necessary for the ongoing operation of the Enhanced Meter System and will be authorized under separate legislation.

The Department of Public Utilities requests a waiver of the provisions of Chapter 329 related to procurement to authorize the execution of both contracts pursuant to the RFP process described above.

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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:**

Cost information was not part of the evaluation criteria.

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

Cost information was not part of the evaluation criteria. Final prices were negotiated after a recommended vendor was selected by the City's evaluation committee.

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APPROVED

DATE:

BY:

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(Authorized Signature)