



PURCHASING EXCEPTION REQUEST FORM

COLUMBIA ASSOCIATION BOARD APPROVAL REQUIRED

**Regular Purchases Greater than \$25,000
Addendums/Change Orders that Require Board Approval**

Vendor Name and Address: The Verdin Company
444 Reading Road
Cincinnati, Ohio 45202

Type of Exception: Purchase Greater than \$25,000

Amount of Purchase: \$90,000 **Date Requested:** November 22, 2016

Requisitioned by: Dennis Matthey

Justification for Exception:

This purpose of this request for an exception to the purchasing policy is to allow the Verdin Company to provide the bell tree structure, bell ringing and controller equipment, refurbishment of the bells (sand blast and polish), and necessary drawings and coordination without obtaining competitive bids. The bells, bell ringing equipment and the controller for the original bell tower were purchased from the Verdin Company, a leading manufacturer of cast bells, bell equipment, and clock towers. Approval of this request will allow for the expeditious re-installation of the bells while insuring that the work will be performed at a fair price by a very highly qualified vendor. The Verdin Company can meet the project schedule and, based on prior experience, a purchasing exception is recommended.

Thank you for your consideration.

Department Director Signature: _____

Date of Board Approval: _____