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**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. In accordance with section 329.27 of the Columbus City Code, City Council may determine that the City's best interest is served by waiving the City Code Formal Bid procedures for the following reason(s): (Note that these reasons are all based on time. Currently, formal bid average completion time is 160 calendar days.)

- ☐ An unanticipated breakdown created an unplanned, emergency need.
- ☐ The item to be purchased is of a perishable nature, the price or availability will perish before the formal bid process can be completed.
- ☐ Need to extend an existing contract for one year or more where no provision for extension was included in the original bid/contract.
- ☐ Need to increase a contract for additional supplies/services, although the original contract obligations have been fulfilled.
- ☐ A new law or regulation requires immediate compliance; there is insufficient time to accomplish formal competitive bidding and satisfy the needs in order to comply.
- ☒ Other: There is not enough time to obtain formally advertised, competitive sealed bids to satisfy the needs because: With the establishment of the Court IT department (Ord 1108-2022 5/2/2022) and discontinuation of current services, the Court is at a dire need to obtain service technicians to handle the daily needs of the Judges and staff.

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2. Informal bid procedure used: ☒ Yes ☐ No Explain:

Court IT Director reached out to 3 companies that have worked with local governments to provide service desk technicians via contract. Each company replied with a quote and explanation of their services. IT staff evaluated the proposals for the services offered and amount proposed.

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3. Informal bids received and prices for each:

Proteam Solutions \$112,197.00  
Insight Global \$117,033.60  
OST - STS \$113,359.60

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4. If lowest bid was not accepted, Explain:

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Ordinance No.:

Approved By: Authorized Approval on Corresponding Legislative File

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