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.   **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: 3SG Corporation a dealer of Hyland OnBase, installed and configured the Hyland OnBase software for the imaging system, and is currently providing the maintenance and support through the State of Ohio, State Term Schedule #533272-3 (STS). The STS expires March 31, 2017. The Municipal Court Clerk is requesting to waive the competitive bidding provisions in accordance with Columbus City Code, for the continuity of the services and state term pricing. Ordinance 582-87 authorizes the City of Columbus to purchase from the cooperative purchasing contract.

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

State Term Pricing.

3. Informal bids received and prices for each:

n/a

4. If lowest bid was not accepted, Explain:

n/a

Ordinance No.:2116-2014
Approved By: Authorized Approval on Corresponding Legislative File