

**CITY OF COLUMBUS
BID WAIVER INFORMATION FORM**

TO ACCOMPANY LEGISLATION WHICH WAIVES RELEVANT PROVISIONS OF COLUMBUS CITY CODES CHAPTER 329
(PLEASE LIMIT YOUR RESPONSE TO THIS SHEET)

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 Quote obtained from software creator directly, Accela, Inc.

2. Detailed explanation of reason (must be completed by division): We obtained a single quote as the item was sourced directly from the software creator via an Ohio Master Cloud Services Agreement (MCSA).

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

Accela provided a quote

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

N/A

ORDINANCE #: 0368-2026
APPROVED BY: Authorized Approval on Corresponding Legislative File
DATE: _____