

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

Ordinance No. 1078-2013 authorized the City Auditor to enter into a contract with Vinimaya Inc. to implement the vMarketPlace. The vMarketPlace is an electronic catalog administered by the Purchasing Office. The electronic catalog aggregates catalog content from City contracts and externally manages the content for a single site. It is made available to City staff, allowing them to purchase items from universal term contracts. Currently, there are over 175 contracts in the electronic catalog, with over 2 million distinct items.

The original contract with Vinimaya, Inc. was awarded through a bid waiver. The company was identified during the original selection of the City's financial planning system in 2013. Vinimaya, Inc. presented as a potential sub-contractor during the Request for Proposals phase for the financial planning system. Although the general contractor with whom Vinimaya partnered was not selected, the City wished to contact with Vinimaya, Inc.

The Finance and Management Department, Purchasing Office, respectfully requests a waiver of the competitive bidding provisions of the Columbus City Codes to continue the City's contractual relationship with Vinimaya, Inc. The contract will transfer from the City Auditor to the Finance and Management Director. The term of the proposed contract will be one year, with two one-year renewal options, dependent upon City Council approval of funding.

3. Informal procedure used:

- telephone quotations
- written quotations
- * negotiations

4. Informal bids received and prices for each:

NA

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

NA

ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:
