

**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 See below

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

After the passage of ordinance 1799-2007, it was discovered that Smart Solutions, Inc. (the vendor associated with 1799-2007 could not provide the software necessary for this project; therefore justifying the need to identify a vendor to provide the required software). This software is essential to this initiative. Due to project timelines and in order to mitigate risk to the project schedule, pricing information was utilized from an already bid State Term Contract (0A07004 MAC with the State of Ohio); there were two vendors listed, which were SHI (Software House International) and ASAP Software International. After reviewing the vendor information provided on the State Term Contract, it was recommended that the award be made to SHI, in the amount of \$105,735.68, as they provided the lowest price. The other vendor listed was ASAP, with their price amount information being \$108,504.28, \$2,768.60 higher than SHI.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and negotiated prices for each:

SHI: \$105,735.68

ASAP: \$108,504.28 (\$2,768.60 higher than SHI)

ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:
