

**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 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 _____

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

Woolpert, Inc. was awarded the Geographic Information System (GIS) professional services under RFQ025301 initially and was awarded with three one year renewals and for each year of the contract, funding is contingent on availability within the budget, mutual agreement between the parties, approval of City Council, and certification of funds by the City Auditor. This contract modification did not make it to council prior to the contract expiration date of 10/06/24, as its first reading would have been 10/07/24. Due to Woolpert, Inc. already starting to migrate legacy scripts, ArcGIS Desktop data reviewer, web mapping application support, the loss of time and additional fees associated with starting these processes over would not be in the best interest of the City. Additionally, Woolpert, Inc. also has experience and a knowledge base of Hydrant Web, Water Valve App, and Watershed Management Application software and have been able to assist the City with bug fixes and enhancements to keep these applications active and in good working condition for the Department of Public Utilities and The Columbus Fire Department. All of which are applicable to the daily operations of both groups.

3. Informal procedure used:

- ☐ telephone quotations
- ☒ written quotations
- ☐ negotiations

4. Informal bids received and prices for each:

Not Applicable.

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

Not Applicable.

ORDINANCE #: 2574-2024

APPROVED BY: *Authorized Approval on Corresponding Legislative File*

DATE: 10/03/2024
