
**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: _____

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

The Department of Public Utilities is requesting a bid waiver to extend the existing agreement with Aquatic Informatics, Inc. (DBA Tokay Software) for one additional year beyond the original ten annual renewals. Tokay Software provides a proprietary backflow prevention management system that is critical for maintaining regulatory compliance with City Code, DPU Rules and Regulations, and the Ohio Administrative Code. The software facilitates the secure and efficient processing of up to 42,000 annual backflow test reports, enables staff to manage customer records and workflow, and supports the enforcement of public health and safety requirements. Transitioning to a new vendor at this time would introduce significant operational and regulatory risk, as well as potential data migration and compatibility issues. Given the essential role this software plays in ensuring regulatory compliance and public health, a bid waiver is warranted to maintain uninterrupted service and functionality while the department evaluates long-term procurement options.

3. Informal bids received and prices for each:

4. If lowest bid was not accepted, Explain:

Ordinance No.: 1587-2025

Approved By: Authorized Approval on Corresponding Legislative File
