

**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 See below

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

The Finance and Management Department, on behalf of the Department of Technology, followed the guidelines of City Code Chapter 329; through the Information to Bid process (ITB). The ITB was prepared and posted on the City's solicitation web site twice. The first time it was posted for a period of two weeks, with the bid opening date of June 21, 2007. Out of this process there were no bids received. Due to the urgent nature of this initiative and associated deadlines the ITB was posted a second time for one week. The second posting was opened on June 28, 2007 with a response from one offeror, Agilysys, Inc., in the amount of \$182,152.49. From this process the Department of Technology recommended the award to Agilysys, Inc. as the most responsible responsive lowest and best bidder.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

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

Lowest quote was received and accepted

ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:
