
**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: Service was bid originally but negotiations of a new licensing agreement and a several month delay in a provided quote caused the third renewal to not be submitted prior to the contract expiration date of 5/31/26.

2. Informal bid procedure used: Yes No Explain:

Request for proposals (RFQ022200) were formally advertised on the Vendor Services and Bonfire websites in accordance with the procedures set forth in Columbus City Codes, Chapter 329 from June 27, 2022 to July 29, 2022.

3. Informal bids received and prices for each:

The city received three (3) responses. The proposals were deemed responsive and were fully evaluated when the Evaluation Committee met on August 24, 2022. Of the three (3) responses, the committee selected these firms for additional interviews to further discuss their project proposals. These interviews were conducted on October 4-12, 2022. The Evaluation Committee met again on November 18, 2022 submitted final scores and recommended that the Overtime Call-Out System project be awarded to ARCOS LLC. The committee felt that ARCOS LLC submitted the strongest proposal overall for the following reasons: 1.) Solution offered various methods for contacting employees 2.) Well developed solutions for overtime equalization needs. The Director concurred.

4. If lowest bid was not accepted, Explain:

Solutions were evaluated based on needs of the Department and price was negotiated after.

Ordinance No.:1598-2026

Approved By: Authorized Approval on Corresponding Legislative File

