**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: This contract will continue the contractual obligation that has been in place for several years in order to maintain the catalog functions that integrates with Microsoft D365 ERP System. The original contract was entered into as a result of a RFP for the ERP System. Previously there were no known competitors for this software. New research indicates that there might be competition so Purchasing commits to conduct a competitive solicitation process in the next year. At this time it not purdent to bid for a new catalog system since there is not enough time to implement new software with D365.

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

3. Informal bids received and prices for each:

4. If lowest bid was not accepted, Explain:

Ordinance No.:0910-2022
Approved By: Authorized Approval on Corresponding Legislative File