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 and 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):

A formal bid (RFQ018791) was published for DPU to obtain an Asset Management System. Woolpert was awarded the bid and the software solution they chose in the proposal was Cityworks. For logistical purposes, it has been determined that establishing one contract for services with Woolpert and one contract for software directly with Cityworks is the best path forward.

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:

   Request for Proposal

ORDINANCE #:	0874-2025
APPROVED BY:	*Authorized Approval on Corresponding Legislative File*
DATE: 3/26/25	