

**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 This purchase order is for yearly maintenance as well as software upgrades for current Fleet Focus system. System has been in place since 1998 and no other Fleet software works with it.

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2. As a result of the procurement decision in 1998 the City owns the original module. For proper maintenance and upkeep it is necessary to purchase annual maintenance services to keep the System in good operating order. In recent months we have become aware of the availability of upgrades to existing modules which will make the System more user friendly for all divisions and employees, as well as the ability for the Division to go to a paperless system.

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

See above.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

Fleet Management received an annual quote estimate for maintenance, and then renegotiated it so as to eliminate maintenance on a module that was not being used. Fleet Management also reduced the number of assets to be accounted (tracked) for in the System, thereby further reducing our expense.

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

Lowest bid is accepted.

ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:
