

**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)

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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 Provided service was established in 2008 and we have not found an alternative system that could offer the same services at the same or better price.

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

Activenet has been the hosted online registration system for class registration at CRPD since 2008 when a bid process was used to select them. Requests for proposals were taken in 2015 and eight vendors responded. A group of five CRPD staff evaluated the proposals and Activenet was selected to continue as the provider. The department is requesting to waive the competitive bidding provisions because we have not found an alternative system that could offer the same services at the same or better price.

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3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

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4. Informal bids received and prices for each:

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

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ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:

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