# 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 _____

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

   Currently, the Department of Technology (DoT) has a hardware maintenance contract with Sarcom that expires on October 31. It is the intention of DoT to establish a new contract through a formal bid process, for this maintenance service. However, due to the time involved DoT has a need to extend the current contract with Sarcom to continue providing hardware support. The vendor has agreed to extend the contract, allowing DoT time to execute the formal bid process. By not having a service contract in place will have a detrimental effect on critical city computer systems and operations; such as snow removal, the water billing system, city wide file, print, and email applications. In order to adequately maintain operations, it is in the City's best interest to waive the competitive bidding provisions of the Columbus City Code.

3. Informal procedure used:

   ☐ telephone quotations

   ☐ written quotations

   ☒ Negotiations (negotiated to extend current contract allowing time for a formal bid process)

4. Informal bids received and prices for each:
   Not applicable

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

ORDINANCE #: _____

APPROVED BY: _____ *Authorized Approval on Corresponding Legislative File* _____

DATE: _____