

**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      Ord. 1707-2025 authorized use of STS033-534504 for the Municipal Court Clerk's Justice Ecosystem Study for a new Case Management System. The Municipal Court Judges are partners in this project and need to initiate a contract with the same vendor.

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

The Municipal Court Judges are partnering with the Municipal Court Clerk in a Justice Ecosystem Study for a new Case Management System. The Clerk is authorized, pursuant to Ord. 1707-2025, to contract with Mission Critical Partners LLC using STS033-534504, which has been deemed the most cost-effective method for this purchase. Utilizing this same State contract ensures consistent feedback to both parties and that the project remains on track to be completed by the time the new municipal court building is built. Additionally, by using STS033-534504 for a Justice Ecosystem Study for a new Case Management System, the Court can be assured that the rates of service are monitored and have been evaluated to rates of current market practices. Per Ordinance 582-1987, the Court is authorized to utilize state contracts as a cost-effective method to keep costs low. STS033-534504 has only one authorized dealer, and this bid waiver form is being submitted to use the state-authorized contract.

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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: N/A

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5. If lowest bid was not accepted, explain criteria for award: N/A, only vendor listed under STS.

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ORDINANCE #:            1042-2026

APPROVED BY:        Authorized Approval on Corresponding Legislative File

DATE:                    4/15/2026

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