
**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. In accordance with section 329.27 of the Columbus City Code, City Council may determine that the City's best interest is served by waiving the City Code Formal Bid procedures for the following reason(s): (Note that these reasons are all based on time. Currently, formal bid average completion time is 160 calendar days.)

- An unanticipated breakdown created an unplanned, emergency need.
- The item to be purchased is of a perishable nature, the price or availability will perish before the formal bid process can be completed.
- Need to extend an existing contract for one year or more where no provision for extension was included in the original bid/contract.
- Need to increase a contract for additional supplies/services, although the original contract obligations have been fulfilled.
- A new law or regulation requires immediate compliance; there is insufficient time to accomplish formal competitive bidding and satisfy the needs in order to comply.
- Other: There is not enough time to obtain formally advertised, competitive sealed bids to satisfy the needs because: _____

2. Informal bid procedure used: Yes No Explain:

The contract for services is expired and the Division of Income Tax wishes to continue services with the existing vendor, JP Morgan Chase. The Division of Income Tax has been in contract with JP Morgan Chase for these same services from May 1, 2022 to Feb. 29, February 28, 2026. The Contract expired, but the need for services is still necessary. The original contract contained annual renewal options subject to the approval and appropriation of City Council. Legislation to exercise renewal options for 2026 was delayed awaiting passage of the 2026 operating budget and the collection of compliance information from JP Morgan Chase. Since legislation was unable to be submitted before the contract expiration date, a new contract is needed to ensure the processing of returns and collection of taxes at the Lockbox is uninterrupted. JP Morgan Chase is our current credit card processor, as well as the current contractor for banking and lockbox services with the Treasurer's Office.

3. Informal bids received and prices for each:

4. If lowest bid was not accepted, Explain:

The Division of Income Tax requests a bid waiver to continue services with this vendor. Lockbox and Credit Card Processing is currently provided by JP Morgan Chase. The original contract with Income Tax and JP Morgan Chase for lockbox services started May 1, 2022 for a five (5) year period, with a possibility of eight (8) annual renewals. The contract was renewed through Feb. 28, 2026. The Contractor has the necessary experience and expertise to provide the services. Additionally, the account and services was also approved by the Depository Commission and Treasure Investment Board on April 27, 2022.

Ordinance No.: 0750-2026

Approved By: Authorized Approval on Corresponding Legislative File
