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):

   Our current maintenance contract has expired. DoT would like to implement the Sarcom hardware support agreement in place as soon as possible, thus allowing DoT to continue to provide technology based services to our clients. By not taking action to secure a new hardware maintenance support contract, the vendor will discontinue maintenance support to the City of Columbus. Thus, impacting the normal day-to-day and mission critical operations for the City. For an example; Public Utilities (Division of Water billing system), Auditor's office (Tax processing and Performance Series functions), Safety, Trade and Development (One-stop-shop), DoT applications and database development, Enterprise-wide file and print services, WASIMS IVR system.
   The Department of Technology has a need to enter into a one-year contract with Sarcom to provide urgently needed services until a bid specification can be developed and processed. In order to maintain daily business operations, it is in the City's best interest to waive the competitive bidding provisions of the Columbus City Code.

   Additional explanation and justification are provided in the legislation background.

3. Informal procedure used:

   ☐ telephone quotations

   ☒ written quotations

   ☐ negotiations

4. Informal bids received and prices for each:

   Not applicable

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

   Not applicable

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APPROVED BY:	Authorized Approval on Corresponding Legislative File
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