

**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 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 Need to extend and modify existing contract with Huntington National Bank.

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

The Municipal Court Clerk is in need to extend and existing contract with Huntington National Bank and modify the existing contract to allow for the addition of electronic payment services. Therefore, the Municipal Court Clerk is requesting this City Council to waive the competitive bidding provisions of Chapter 329 of the Columbus City Code.

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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

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ORDINANCE #: 1876-2025

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE: 7/17/2025

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