

**CITY OF COLUMBUS  
BID WAIVER INFORMATION FORM**

TO ACCOMPANY LEGISLATION WHICH WAIVES RELEVANT 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 See below. Desire to maintain current vendor in the interest of project continuity.

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2. Detailed explanation of reason (must be completed by division): Contract modification will provide CARES Act funding for the City of Columbus remote worker/telework solution for contact tracing processes associated with the city's enterprise IVR system. Modification of current contract is sought to maintain project continuity and integrity. To switch vendors now would be highly disruptive to the project.

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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:

Current vendor provided written quote for contract modification.

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

N/A

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ORDINANCE #: Ord. No. 2681-2020  
APPROVED BY: Signature on File  
DATE: 11/18/2020

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