

**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 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 The purchase will be from the State of Ohio, State Term Contract: Dell Marketing LP; State Term Contract # CSP029109; expiration date 6/30/2030. Dell Marketing LP is the current vendor for the Franklin County Municipal Court's Microsoft Select Agreement.

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

The purchase will be from the State of Ohio, State Term Contract: Dell Marketing LP; State Term Contract # CSP029109; expiration date 6/30/2030. Ordinance 0582-87 authorizes the City of Columbus to purchase from this contract. The State Term Contract is determined to be the most cost-effective method for maintenance, support and services for Microsoft Office 365 licenses and the support, hosting of the monthly Azure usage. Dell Marketing LP is the current vendor for the Franklin County Municipal Court's Microsoft Select Agreement.

3. Informal procedure used: N/A

- ☐ telephone quotations
- ☐ written quotations
- ☐ negotiations

4. Informal bids received and prices for each: N/A

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

ORDINANCE #: 2919-2025

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE: 10/27/2025

