

**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 Waiver requested in order to use the existing web platform currently being provided to the Income Tax Division and the Parking Violations Bureau for electronic payments.

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

The existing contract for our external web server hosting facility expires April 30, 2008. The functionality needs to be migrated away from this hosting facility as soon as possible. The City of Columbus' internet sites have experienced numerous outages in the last few months due our IP block being modified by an external provider. All functionality including the Water Payment Applications needs to be migrated as soon as possible to mitigate the risk of future outages. For the quickest and most efficient transition from the existing method being used by the Department of Public Utilities for electronic payments, it is recommended that competitive bidding be waived to enter into a contract with First Data Government Solutions, LP as they are the existing provider of electronic payment systems currently being used by the Income Tax Division and the Parking Violations Bureau. These existing systems will be the basis for expanding the web platform for use by the Department of Public Utilities. It is in the best interest of the City to centralize a provider for these types of services.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

	<u>Unit Price</u>	<u>Total Cost</u>
One Time Setup Fee	\$15,000.00	15,000.00
IVR use	.12 per minute	25,000.00 (estimated annual cost)
IVR/Web transaction Fees:	.45 per transaction	<u>60,000.00</u> (estimated annual cost)
		\$100,000.00

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

ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE: