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**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. In accordance with section 329.27 of the Columbus City Code, City Council may determine that the City's best interest is served by waiving the City Code Formal Bid procedures for the following reason(s): (Note that these reasons are all based on time. Currently, formal bid average completion time is 160 calendar days.)

- ☐ An unanticipated breakdown created an unplanned, emergency need.
- ☐ The item to be purchased is of a perishable nature, the price or availability will perish before the formal bid process can be completed.
- ☐ Need to extend an existing contract for one year or more where no provision for extension was included in the original bid/contract.
- ☐ Need to increase a contract for additional supplies/services, although the original contract obligations have been fulfilled.
- ☐ A new law or regulation requires immediate compliance; there is insufficient time to accomplish formal competitive bidding and satisfy the needs in order to comply.
- ☒ Other: There is not enough time to obtain formally advertised, competitive sealed bids to satisfy the needs because: The Department of Technology has an urgent need to purchase a Crystal Report Server Software System required to continue with the upgrades, deadlines, and timelines associated with the existing Accela Enterprise System. Continuation of the Accela Automation Upgrade Capital Project is mission critical to continue with services that are necessary to support daily operational activities for the City of Columbus. The original vendor, Accela was unable to make Accela Automation work with the City's current Crystal Enterprise Software System, and the system has already gone live. As a result, the City's Code Enforcement Division is using a work around to issue code orders, and is in desperate need to have the ability to use the Crystal Reports as designed for orders. Since the Crystal Report Server Software System is designed to fit a specific niche within the Accela product, there is not any room for alternative packages. The Department of Technology requests to waive the provisions of Columbus City Code 329 as there is not enough time to allow the City to complete a formal bid process. The Department of Technology exercised due diligence; utilizing services provided by the City of Columbus, Purchasing Office, by completing an informal bid process (BE012868). Insight Public Sector was the lowest, most responsive, responsible bidder.

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2. Informal bid procedure used: ☒ Yes ☐ No Explain:

Informal bid procedure: Bid/Quote Number: BE012868

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**3. Informal bids received and prices for each:**

Insight Public Sector: \$34,340.00  
Software House International, Inc.: \$35,374.00  
Carahsoft Technology Corporation: \$35,950.30  
Smart Solutions Inc.: \$36,196.00

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**4. If lowest bid was not accepted, Explain:**

NA

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**Ordinance No.:1120-2008**

**Approved By: Authorized Approval on Corresponding Legislative File**

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