

**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)

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.

2. Detailed explanation of reason (must be completed by division): Until recently, 3SG Plus, LLC was the sole authorized seller of maintenance and support services of OnBase software. However, there are now multiple authorized re-sellers, requiring that the DoT bid out the services. To ensure continuation of these services while the bid process is taking place, a waiver of competitive bidding is needed.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

Current vendor provided written quote.

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

N/A

ORDINANCE #: 3151-2022

APPROVED BY: _____

DATE: _____
