

**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 _____

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

Burgess & Niple, Inc. was awarded the Grant Writing professional services under RFQ024179 initially and was awarded with two one year renewals and for each year of the contract, funding is contingent on availability within the budget, mutual agreement between the parties, approval of City Council, and certification of funds by the City Auditor. This contract renewal did not make it to council prior to the contract expiration date of 05/07/2025, as its first reading would have been around 06/09/25. Due to the ongoing efforts and collaboration with Burgess & Niple, Inc., the loss of time and additional fees associated with starting these processes over would not be in the best interest of the City. Additionally, Burgess & Niple, Inc. also has experience, knowledge base of the Department's needs, and have been and are assisting the City with many grant opportunity applications.

3. Informal procedure used:

- ☐ telephone quotations
- ☒ written quotations
- ☐ negotiations

4. Informal bids received and prices for each:

Not Applicable.

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

Not Applicable.

ORDINANCE #: 0373-2025

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE: 05/21/2025
