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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: \_\_\_\_\_

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

The Department of Development, Housing Division started using Neighborly software in 2021. Ordinance 2629-2021 authorized the Director of the Department of Development to waive Columbus City Code Chapter 329 and enter into a contract with Benevate, Inc. for the software. After three years of use, the Housing Division would like to continue using the software, and expand the use of the software to 16 additional users, to enable safe and secure intake of applications, facilitate work from any location, and provide prompts to applicants to assure that a complete application is submitted.

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3. Informal bids received and prices for each:

see answer to # 2

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4. If lowest bid was not accepted, Explain:

see answer to # 2

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Ordinance No.: 1687-2024

Approved By: Authorized Approval on Corresponding Legislative File

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