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 and 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

   [X] other   The original contract included a term that was inconsistent with the original ordinance

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

On November 5, 2018, City Council passed Ordinance 2978-2018, authorizing the Finance and Management Director to establish a Universal Term Contract (UTC) for the option to obtain Bill Presentment services with Level One LLC. The term authorized in the ordinance was for two (2) years from the contract execution. The contract was able to be extended for up to four additional two (2) year periods, subject to mutual agreement by both parties. This would have allowed for a maximum of a ten (10) year contract.

The actual signed contract PO149627, has a term of five (5) years, with the option to extend annually up to an additional five (5) years. Although both the ordinance and the contract allow for a maximum of a ten (10) year contract, the original signed term was not in accordance with the legislative authorization. This was done through human error.

Because this error has caused the contract to technically lapse, an ordinance is necessary to re-establish the UTC.

3. Informal procedure used:

   [ ] telephone quotations

   [ ] written quotations

   [X] 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 #:
APPROVED BY: *Authorized Approval on Corresponding Legislative File*
DATE: