

**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):

The original contract for an operational review and strategic plan was bid for one (1) year from the date of execution, with the option to renew for an additional two (2) years on a year-to-year basis, or a portion thereof, based upon mutual agreement of the parties, availability of funding, and approval by Columbus City Council. The original authorizing ordinance was ordinance 3470-2022. It did not automatically renew and future contract modifications were anticipated. A second ordinance, 1479-2023, authorized funding for the second renewal option to cover phases 4-6. That ordinance, in error, did not extend the time period of the contract so it expired. A third ordinance, 0136-2024, waived the provisions of competitive bidding to provide funding for the final phase and tasks 7-8 of the overall project. The Department has a desire to continue the study for an additional, unplanned phase. The continuity from earlier phases means it is again in the best interest of the City to waive competitive bidding.

3. Informal procedure used:

- ☐ telephone quotations
- ☒ written quotations
- ☐ negotiations

4. Informal bids received and prices for each: - N/A. pricing is based off documents from formal bid that expired in error.

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

N/A

ORDINANCE #:	1989-2025
APPROVED BY:	<u>Authorized Approval on Corresponding Legislative File</u>
DATE:	7/8/2025