
**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. 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: _____

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

The Division of Fire successfully implemented this specialized comprehensive records management solution in 2024 with ImageTrend, LLC and does not seek an alternative solution at this time. The service is an indispensable agent utilized by the Division of Fire to provide EMS and Fire Incident reporting, in addition to fire inspection reporting software.

In 2023, the Department of Public Safety, Division of Fire, published a Request for Proposals (RFP) for a comprehensive records management system (RMS). In the past, the Division of Fire has maintained separate contracts for records management services. The goal of this RFP was to contract with a company that can provide a comprehensive record management system that meets all of the City's technology requirements and provides all of the necessary incident report platforms. After evaluation, in compliance with the Revised Code of the State of Ohio, the Charter of the City of Columbus, Columbus City Code Section 329.28 and Title 39, the selection committee recommended entering into contract with ImageTrend, LLC for the records management system.

3. Informal bids received and prices for each:

4. If lowest bid was not accepted, Explain:

Ordinance No.:1664-2025

Approved By: Authorized Approval on Corresponding Legislative File
