

**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. 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 No bids received in response to informal bid solicitation RFQ004581

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

Server certificates needed for Columbus City Schools/City of Columbus VoIP project. In March of 2017, information bid solicitation RFQ004581 was advertised but there were no respondents. A director's contract was done for the \$20k limit to address need at that time. This contract is now exhausted but there is an immediate need for server certificates for the above-named project. Ordinance 2958-2017 requests authorization to modify contract and waive bidding to obtain needed certificates.

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3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

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4. Informal bids received and prices for each:

\$21,635.05 Hopewell Data Systems

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

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ORDINANCE #: 2958-2017

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE: \_\_\_\_\_

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