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

   ☒ other   Bids received were deemed non-responsive; urgent operational need

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

The Department of Technology has a need to waive the competitive bid process by allowing the purchase of additional mass storage disks from Unisys Corporation. Originally, a formal bid process was completed, Bid Solicitation SA003067, which opened October 9, 2009. There were two (2) vendors that responded to the bid, Agilysis, Inc. and Unisys Corporation. Both were deemed non-responsive by Purchasing as one provided unacceptable additional terms and conditions. The other provided unacceptable additional language. In consideration of exercising due diligence by completing the formal bid process, the urgent need and all the information received, the Department of Technology requests authorization to waive the competitive bidding provisions of City code and to purchase the equipment from Unisys Corporation who provided the lowest cost bid.

The current mass storage disk is approaching it's maximum storage capacity, and the Department of Public Utilities has an urgent need to store additional data on the mass storage system, it is imperative that we move forward expeditiously with the acquisition of this storage equipment. Data has been accumulated by the video crews and is currently residing on DVD's. Once loaded onto the new disk storage and accessible by the PipeTech engineering computer system, this data will assist maintenance personnel by generating reports associated with inspection, asset management, repairs and monitoring of the storm and sewer drain infrastructure. Additionally, access to this data utilizing PipeTech will allow for efficient dispatching of utility crews by examining sewer infrastructure video prior to sending out repair crews which will result in cost savings.

The quoted pricing and acceptable contract terms from the bid process will be utilized in the acquisition process.

3. Informal procedure used:

   ☐ telephone quotations

   ☒ written quotations

   ☒ negotiations

4. Informal bids received and prices for each:

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

ORDINANCE #:

APPROVED BY: *Authorized Approval on Corresponding Legislative File*

DATE: