

**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 Flexibility is needed to maintain project timelines, reduce risk to City being the cause of project delays, and avoiding any costs associated with delay.

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

The City Auditor's Office is contracting with FAST for the implementation and part of that implementation includes transferring a large amount of data and images between the City and the FAST hosting site. It will also be working with City's department of technology for data conversion access, data transfer, authentication and other technical items to communicate and move @ 2 Terabytes of data between the City and FAST. The methods for data transfer, security, and access need to be determined between the parties and the best methodology put in place to ensure the data is secured and able to be transferred timely. Once the communication method is tested, the volume and size of data may dictate needing additional measures or personnel to manage this activity. In the course of the project, additional software licenses, or networking items may be needed and this contingency is to protect the project timeline and for the rollout to fit within the calendar of tax filing deadlines. If City Auditor's Office has to formally bid and return to Council for any items over \$50,000 related to these activities it could potentially delay project progress by two months to year in the system rollout. This bid waiver is also a measure to reduce risk in the project for COVID related or other staffing delays. If a key resource is quarantined, tests positive for COVID, or leaves City employment, the City may need to acquire resources through staff augmentation. This flexibility will allow City to mitigate risk of delays in project.

3. Informal procedure used: This will only be applied in course of project on as needed basis.

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

To be collected from State term schedules, City universal term contracts, standard government discounts such as GSA, informal quotes on an as needed basis.

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5. If lowest bid was not accepted, explain criteria for award:
All efforts will be expended to be good stewards of the funds. By using established City and other co-operative contracts, standard government discounts, and quoting process that provides the best value for the City in the time frame allotted in the project.

ORDINANCE #: 0867-2021

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE:
