

**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):

To avoid the significant expense of onboarding a new software platform and capitalize on our established relationship with the current contractor, it is in the City's best interest to proceed with this ordinance via a bid waiver.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

n/a

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

n/a

ORDINANCE #:	1618-2026
APPROVED BY:	<i>Authorized Approval on Corresponding Legislative File</i>
DATE:	5.22.2026
