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## 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. **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 189 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: Formal bids were received, however, they were considered on an informal basis.

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2. **Informal bid procedure used:**  Yes  No **Explain:** Formal bids were received by the Purchasing Office on April 19, 2012. The Purchasing Office advertised and solicited competitive bids in accordance with Section 329.06. (Proposal No. SA004325). All four bids submitted were rejected. Two of the bidders were rejected because they did not have the required reseller relationship with McAfee in order to provide the entire McAfee product line. Another bidder was rejected because they were unable to provide fixed discounts for the categories of items the City may purchase from. The fourth bidder, SHI International, was rejected because they provided exceptions to the City's Standard Terms and Conditions. However, because SHI is an authorized McAfee reseller and provided defined pricing with their bid, the Purchasing Office informally reconsidered their bid. After consultation with the City Attorney, the Purchasing Office entered into negotiations with the bidder. These negotiations resulted in an acceptable agreement with SHI International Corp.

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3. **Informal bids received and prices for each:** Formal bid, considered on an informal basis, after negotiations is from SHI International Corp. at list prices for services and equipment minus 14%-30% (depending on product):

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4. **If lowest bid was not accepted, Explain:** Low bid was accepted.

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