

**CITY OF COLUMBUS  
BID WAIVER INFORMATION FORM**

TO ACCOMPANY LEGISLATION WHICH WAIVES RELEVANT 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 See below. There is not sufficient time to obtain bids.

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2. Detailed explanation of reason (must be completed by division): The City's current on-premise exchange 2019 email environment, for both the Columbus and Police email domains, will go "end-of-life" in October of 2025. Thus, it is necessary to configure and migrate the current on-premise email into the Microsoft O365 cloud as soon as possible.

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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:

Carahsoft, the chosen vendor (which is a Microsoft Partner) provided written quote.

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

N/A

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ORDINANCE #: 3171-2024  
APPROVED BY: \_\_\_\_\_  
DATE: \_\_\_\_\_

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