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
- [X] 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 _____

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

FEM Project Number 1505.4 was awarded to Cornerstone Maintenance Services Ltd as a result of RFSQ022406. The contract was bid as a one year contract with an option for four additional one year renewals. Currently the contract is nearing the end of its second renewal. The legislation for the third renewal was submitted to DPU Fiscal on 9/25. On 9/26 a follow up email was sent regarding the request to go over budget, after discussions the legislation was submitted in Legistar on 10/9. The language of the current renewal ORD 1873-2024 has language specifying the funding is good "through October 2025". It was brought to DPU Fiscal's attention that this legislation will not reach City Council's agenda until 11/3/2025 meaning the existing contract will have terminated and a renewal is not possible under those term. In order to continue services covered by the original contract we are submitting a bid waiver to continue the contract and services on a similar timeline as laid out in the original bidding process instead of conducting a new bid for the services.

3. Informal procedure used:

- [ ] telephone quotations
- [X] 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 #:   2626-2025
APPROVED BY: *Authorized Approval on Corresponding Legislative File*
DATE: 10/23/2025