
**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. 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 160 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: The second renewal of three allowed renewals expired before the third renewal could be processed. This contract provides a critical service and there is not time to re-bid. We will re-bid the contract in 2025.

2. Informal bid procedure used: Yes No Explain:

A formal bidding process was used in 2022 and the third renewal should have run from March 1, 2024 through February 28, 2025. Formal Bid # RFQ023138 was opened on November 22, 2022 for the processing of indigent cremations. One response was received from Day Funeral Service. The evaluation committee comprised of personnel from the Division of Support Services and the Columbus Health Department reviewed the submission and scored the bid based upon the criteria within the solicitation. Based on the average score from the committee, the bid was recommended to be awarded to Day Funeral Service effective March 1, 2023. The specifications within the RFP allowed for the option of three (3) one (1) year renewals. The third one year renewal was not processed before the previous renewal expired, so a new contract is needed. It is in the best interests of the City of Columbus to enter into contract with our current vendor, Day Funeral Service, to continue this program without interruption. Furthermore, Day Funeral Service was the only bidder the last time this contract was put out for bid. We plan to put this contract out to bid again in 2025.

3. Informal bids received and prices for each:

n/a

4. If lowest bid was not accepted, Explain:

n/a

Ordinance No.:1351-2024

Approved By: Authorized Approval on Corresponding Legislative File
