

**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 Sole source

2. Detailed explanation of reason (must be completed by division): Pursuant to Ordinance 2536-2024, the Department of Public Service entered into a one-year service contract, with two one-year renewal options, with Azteca Systems for the acquisition of the Cityworks Asset Management Systems (AMS), a proprietary software developed and serviced by the vendor. The existing contract will expire on November 14, 2025, before legislation authorizing the first renewal can be passed. Therefore, a bid waiver is necessary to authorize the execution of a new service contract between the parties.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

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

ORDINANCE #: 2958-2025

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE:
