

**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. 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      The Municipal Court Clerk has deemed the State Term Schedule to be the most cost-effective method due its availability for use under ordinance 582-1987 and vetted process used by the State of Ohio to provide contracts.

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

By using STS033-534504 for a Justice Ecosystem Study for a new Case Management System, the Clerk's office can be assured that the rates of service are monitored and have been evaluated to rates of current market practices. Per Ordinance 582-1987, the Clerk's Office is authorized to utilize state contracts as a cost-effective method to keep costs low. STS033-534504 only has one authorized dealer, and a bid waiver form will be submitted to utilize the state authorized contract. Therefore, the Municipal Court Clerk is requesting this City Council to waive the competitive bidding provisions of Columbus City Code.

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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: N/A

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5. If lowest bid was not accepted, explain criteria for award: N/A, only vendor listed under STS.

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ORDINANCE #: 1707-2025

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE: 6/16/2025

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