

**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 To continue the Crime Lab maintenance and repair contracts that are proprietary in nature through a third party underwriter that will provide the same services by the manufacturer at a reduced cost to the City.

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

The Columbus Division of Police Crime Lab determined through other labs and via a Crime Lab Directors meeting that this company was able to provide and manage lab maintenance and repair contracts at a reduced cost while still maintaining the same services. Specialty Underwriters contracts the maintenance out to the individual instrument companies just like The Division of Police would have done but at a 20-30% discounted rate.

3. Informal procedure used:

- ☐ telephone quotations
- ☒ written quotations
- ☐ negotiations

4. Informal bids received and prices for each:

Pricing was determined by the quote and the previous years programs with this underwriting firm to manage the lab instrumentation's maintenance and repair contracts at a reduced cost based on risk assessments.

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

The lab instrumentation must be serviced by the manufacturer and their cost to our lab is a full preventative maintenance agreement at a higher cost. Specialty Underwriters manages and consolidates all the contracts with each manufacturer at a reduced cost of 20-30% based on risk assessments of each machine.

ORDINANCE #: 1989-2024

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE: _____
