

**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 \_\_\_\_\_

2. Detailed explanation of reason (must be completed by division): The Parking Violations Bureau is under contract with ACS State and Local Solutions for ticket processing and collections. The contract with First Data Merchant Services is for the approval processing of credit or debit card transactions that are processed thru the Pay by Web or Pay by Phone Services. This process is supported and operated thru the equipment and data base that is owned and supported by ACS. First Data provides all credit card transaction support for all clients of ACS. The payment process is real time on line with ACS and First Data Merchant Services. The vendor must be compatible with ACS.

3. Informal procedure used: N/A

- telephone quotations
- 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 #: 0361-2007  
 APPROVED BY: Authorized Approval on Corresponding Legislative File  
 DATE: 02/28/2007

