

**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 3SG Corporation, a dealer of Hyland Software, Inc. installed and configured the Hyland OnBase software for the Municipal Court Clerk imaging system. 3SG Plus LLC is currently providing the Municipal Court Clerk's Office with software maintenance services and will continue to provide this service through the State of Ohio, State Term Schedule (STS) # 533272-3-6: expiration date 3/31/2026.

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

Currently Franklin County Clerk of Municipal Court is on the Ohio State Term contract for Hyland Software maintenance and services. This contract gives government agencies a discount on all Software purchases and maintenance renewals. Hyland requires all respondents to offer the same maintenance pricing of the Ohio State Term. For consistency and to provide a deeper level of support, Hyland recommends their customers leverage the Vendor/Reseller who supports the software that was purchased and configured by them.

3. Informal procedure used:

- ☐ 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 #: 3089-2025

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE: 11/6/2025
