

CITY OF COLUMBUS
BID WAIVER INFORMATION FORM

TO ACCOMPANY LEGISLATION WHICH WAIVES RELEVANT 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 See below. There is not sufficient time to obtain bids.

2. Detailed explanation of reason (must be completed by division): There is a need to migrate the existing Accela on-premise Land Management instance to the Accela Cloud (SaaS) platform. This needs to be done ASAP as Accela is ending its support of on-premise instances as of 12/31/2025 and moving to the Accela Subscription Services product. Unless this migration takes place, the application will not be supported.

3. Informal procedure used:

- ☐ telephone quotations
- ☒ written quotations
- ☒ negotiations

4. Informal bids received and prices for each:

Accela provided a quote

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

N/A

ORDINANCE #: 0402-2025

APPROVED BY: _____

DATE: _____
