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 and existing contract

   [X] 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

   [X] other   Current provider gave notification that they will no longer provide this type of service beginning October 17, 2004.

2. **Detailed explanation of reason (must be completed by division):**
   Since there is not sufficient time to obtain formal proposals, due to the unforeseen notification, provided by the current vendor, that the vendor will no longer offer this service as of October 17, 2004, waiving of the competitive bid provisions found in Columbus City Code Section 329 is requested. This service provides public access and support to the City's web sites, via the internet and is crucial to the daily operations of the City.

3. **Informal procedure used:**

   [ ] telephone quotations

   [X] written quotations

   [ ] negotiations

4. **Informal bids received and prices for each:**

	Vendor	Cost	Bid Response	Score
1.	Resource One	$170,000	Complete	264
2.	Aardvark/Center ACOM	$433,000	Complete	229
3.	Oxcyon	$130,400	Complete	213
4.	Info Street	$191,000	Complete	211
5.	Citynet	$ 80,000	Complete	193
6.	Cyberpro	$ 32,000	Incomplete	92
7.	Interactive Ink	$180,000	Complete	120
8.	Cera.Net	$ 39,596	Incomplete	87
9.	Oddtech	$ 96,111	Incomplete	146

5. **If lowest bid was not accepted, explain criteria for award:** A bid packet was developed to pick the best vendor. The criteria packet was sent out to each vendor. When questions arose, each vendor was apprised of the questions and answers. The selection matrix matched the criteria set forth in the packet delivered to the vendors. The vendors were judged based upon how closely they matched the requirements (Competence, General Requirements, Quality and Feasibility, Ability and pricing structure) that were sent in the packet. Scores are shown in item 4 above.

ORDINANCE #:

APPROVED BY: *Authorized Approval on Corresponding Legislative File*

DATE: