
**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. In accordance with section 329.27 of the Columbus City Code, City Council may determine that the City's best interest is served by waiving the City Code Formal Bid procedures for the following reason(s): (Note that these reasons are all based on time. Currently, formal bid average completion time is 160 calendar days.)

- ☐ An unanticipated breakdown created an unplanned, emergency need.
- ☐ The item to be purchased is of a perishable nature, the price or availability will perish before the formal bid process can be completed.
- ☐ Need to extend an existing contract for one year or more where no provision for extension was included in the original bid/contract.
- ☐ Need to increase a contract for additional supplies/services, although the original contract obligations have been fulfilled.
- ☐ A new law or regulation requires immediate compliance; there is insufficient time to accomplish formal competitive bidding and satisfy the needs in order to comply.
- ☒ Other: There is not enough time to obtain formally advertised, competitive sealed bids to satisfy the needs because: In 2025, Human Resources began to research procuring a system to assist with leave administration for the City. During this process, and in collaboration with our consultant, Marsh & McLellan Agency, it was discovered that leave administration and short-term disability products could potentially be bid together. Hartford currently holds the contract for short term disability and life insurance. The leave administration system would need to be integrated with Dayforce and possibly short-term disability. Dayforce, the Auditor's Office, Department of Technology and Human Resources availability will need to be reviewed, and a project plan developed . Due to timing of this initiative, the Hartford contract will need to be extended through 12/31/26.

2. Informal bid procedure used: ☐ Yes ☐ No Explain:

3. Informal bids received and prices for each:

4. If lowest bid was not accepted, Explain:

Ordinance No.:3376-2025

Approved By: Authorized Approval on Corresponding Legislative File
