

**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 BCI is the only agency in the state of Ohio that is willing to provide this service

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

The Crime Lab has a large backlog in sexual assault kits to process. The Crime Lab reached out to other Crime Labs and agencies to see if anyone could process these cases and BCI was the only agency that had the capacity to take on more cases.

3. Informal procedure used:

- ☐ telephone quotations
- ☒ written quotations
- ☐ negotiations

4. Informal bids received and prices for each:

We entered into an MOU with BCI for 350,000 for them to process 175 sexual assault kits from our Crime Lab

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

No other agencies had the capacity to take on more cases.

ORDINANCE #: 1817-2025

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE: _____
