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**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)**

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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: As a result of the current situation (COVID-19) there was not enough time to complete a formal bid process. The City Attorney's Office has an urgent, immediate and extensive need for the conversion of legal documents via backfile scanning and extended electronic signature process capabilities. The CA's Office requires the ability to automate processing and store information related to legal matters assigned to their office.

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2. Informal bid procedure used:       Yes       No      Explain:

Given the critical circumstances listed above the Department of Technology/City Attorney's Office respectfully requests this waiver of competitive bidding.

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3. Informal bids received and prices for each:

Not Applicable - The vendor 3SG Plus, LLC provided a quote document that was accepted by the City of Columbus, Department of Technology/City Attorney's Office.

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4. If lowest bid was not accepted, Explain:

Not Applicable - The vendor 3SG Plus, LLC provided a quote document that was accepted by the City of Columbus, Department of Technology/City Attorney's Office.

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Ordinance No.: Ord. No. 1709-2022

Approved By: Authorized Approval on Corresponding Legislative File

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