

**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 Need to maintain continuity until comprehensive specs can be developed and bid

2. Detailed explanation of reason (must be completed by division): Contract modification will provide funding for BZS to have custom. The section manager has requested that we continue with the current vendor (ConvergeOne) until comprehensive specs can be developed and bid out. This is necessary because Genesys, the software vendor, does not allow multiple vendors to support their IVR systems.

3. Informal procedure used:

- ☐ telephone quotations
- ☒ written quotations
- ☐ negotiations

4. Informal bids received and prices for each:

Current vendor provided written quote for contract modification.

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

N/A

ORDINANCE #: 0507-2023

APPROVED BY: _____

DATE: _____
