

**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)

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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 See below.

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2. Detailed explanation of reason (must be completed by division): Until recently, 3SG Plus, LLC was the sole authorized seller of maintenance and support services of OnBase software. However, there are now multiple authorized re-sellers, requiring that the BZS bid out the services. To ensure continuation of these services while the bid process is taking place, a waiver of competitive bidding is needed.

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3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

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4. Informal bids received and prices for each:

Current vendor provided written quote.

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

N/A

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ORDINANCE #: 1401-2023

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

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