

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

This service is currently in use and the Division of Police is developing a Request for Proposal for this type of database search but due to research and technical expertise needed there have been delays in development but while the bid specification is in process, the Division of Police wishes to continue this vital and important investigative tool without interruption. The Division of Police is requesting waiving competitive bid process so that there is no interruption in service.

3. Informal procedure used:

- ☐ telephone quotations
- ☒ written quotations
- ☐ negotiations
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4. Informal bids received and prices for each:

This cost is a monthly subscription rate to access the company's database. Currently, the Division of Police has not found a company which offers all the features for search for investigations.

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

Current supplier for this service.

ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:
