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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: There is an immediate need to assess the City's current use of the CHRIS system and obtain services for re-implementing the system in a vendor hosted environment.

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2. Informal bid procedure used: ☒ Yes ☐ No Explain:

The City considered proposals from three vendors: Xerox, Ciber and Velocity. These vendors are market leading providers of Infor (fka Lawson) HR solutions.

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3. Informal bids received and prices for each:

Velocity - \$1,253,570  
Xerox - \$1,789,604  
Ciber - \$2,704,634

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4. If lowest bid was not accepted, Explain:

While all three vendor proposals identified an ability to provide the required services, Xerox included a complete review and analysis of the customizations and core setup, management of the document imaging contract on the City's behalf and an implementation timeline that accommodated the year-end schedule of our payroll team. For this reason, the Committee felt that Xerox could provide all of the required services in a manner that took into consideration the large number of customizations and addressed the City's resource constraints.

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Ordinance No.: Ord. No. 1467-2014

Approved By: Authorized Approval on Corresponding Legislative File

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