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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competitive sealed bids to satisfy the needs because: The current in-house developed software Public Service is using is obsolete. Contracting to modify a previously installed software product currently in use by Building and Zoning Services allows the obsolete software to be replaced months earlier than using a bid process and saves the cost of purchasing new software..

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

Any software we purchase will need to be configured to meet our needs. Using the existing software saves the cost of purchasing new software and reduces administrative costs by having DoT administer and manage one software.

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3. Informal bids received and prices for each:

None.

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4. If lowest bid was not accepted, Explain:

N/A

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Ordinance No.:1463-2014

Approved By: Authorized Approval on Corresponding Legislative File

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