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 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   AssetWorks provides asset tracking software (FleetFocus) currently used by the Fleet Management Division. The FleetFocus application provides a management system utilized by the Fleet Management Division to bill, manage, monitor and analyze all maintenance related data within the division. Also, FleetFocus gives the Division the ability to provide accountability by tracking city-owned fleet equipment such as refuse trucks, fire apparatus, compost graders and various on road vehicles to support the daily operational requirements of city government. The system allows for the collection and management of maintenance data on a citywide basis.

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

AssetWorks provides asset tracking software (FleetFocus) currently used by the Fleet Management Division. The FleetFocus application provides a management system utilized by the Fleet Management Division to bill, manage, monitor and analyze all maintenance related data within the division. Also, FleetFocus gives the Division the ability to provide accountability by tracking city-owned fleet equipment such as refuse trucks, fire apparatus, compost graders and various on road vehicles to support the daily operational requirements of city government. The system allows for the collection and management of maintenance data on a citywide basis.

3. Informal procedure used:

   ☐   telephone quotations

   ☒   written quotations

   ☐   negotiations

4. Informal bids received and prices for each:
   Received quote for vendor.

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

Lowest bid is accepted.

ORDINANCE #:	
APPROVED BY:	*Authorized Approval on Corresponding Legislative File*
DATE:	