

**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. 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 \_\_\_\_\_

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2. Detailed explanation of reason (must be completed by division): Copier volume at the City Print & Copy Center has been higher than estimated. Additional funds are needed for purchase orders for the black & white copier as well as the color copier to ensure operations continue without interruption. These increases will cause the total expenditure to exceed \$20,000 per purchase order in the fiscal year, requiring waiver of formal bidding requirements.

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3. Informal procedure used: N/A; Contract was competitively bid by the State of Ohio.

- telephone quotations
- written quotations
- negotiations

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4. Informal bids received and prices for each:

N/A

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

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ORDINANCE #: 1862-2007  
APPROVED BY: Authorized Approval on Corresponding Legislative File  
DATE: 11-2-07

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