

**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 The purchase will be from the State of Ohio, State Term Contract

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

The purchase will be from the State of Ohio, State Term Contract: Quadient; State Term Contract # RSI008639; expiration date: 5/14/2026. Quadient is the current vendor for the Municipal Court mailing equipment, software, and support services.

3. Informal procedure used: N/A

- ☐ telephone quotations
- ☐ written quotations
- ☐ negotiations

4. Informal bids received and prices for each: N/A

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

ORDINANCE #: 3090-2025

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE: 11/6/2025