

**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 and 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 Using a state term contract.

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

The customized file folders are being acquired from Jeter Systems Corporations through the use of a bid state contract. (GSA#GS – 28F – 1032C; State of Ohio # 774143B; Expiration Date: 10/31/2008) The storage costs are manifestively impractical to bid because it is more feasible for the Municipal Court Clerk to store 75% of the case file folders at Jeter Systems Corporations, due to the lack of storage space at the Municipal Court Clerk's office.

3. Informal procedure used:

- ☐ telephone quotations
- ☐ written quotations
- ☒ Negotiations - State Term Contract

4. Informal bids received and prices for each:

N/A

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

ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:
