

**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:
