

**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 All formal bids were nonresponsive

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

The Division would like to renegotiate informally for terms and conditions of the low bidder, Xerox based on formal bid SA000443RFM held 5-15-03

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

Xerox - \$285,720.12; Ikon - \$286,866; Gordon Flesch - \$325,067.84

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

Lowest bid will be accepted after negotiation of the terms and conditions of their bid is completed.

ORDINANCE# 1811-2003

APPROVED BY: (Authorized Approval on Corresponding Legislative File)

Date: July 10, 2003