

**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 See below

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

There are only two (2) vendors who provide this legal research service.

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3. Informal procedure used:

- ☐ telephone quotations
- ☐ written quotations
- ☒ Negotiations - see below

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4. Informal bids received and prices for each at the time of initial information process were as follows:

Westlaw - \$4,700.00/month  
Lexis-Nexis - \$7,128.00/month

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

Lowest bid was accepted

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ORDINANCE #: 0866-04

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE: 4/30/04

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