

**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 Informal bid responses exceeded \$20,000.00 threshold

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

Solicitation SO041906 was published on the City of Columbus, Vendor Services website, the solicitation consisted of three line items and could have been a multi-vendor award, and however, the low bid for all three line items is the same vendor causing the total award to exceed \$20,000.00

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

Information Data	Line 1 \$15,450.00	Line 2 \$4,120.00	Line 3 \$1,545.00	Total \$21,115.00
KDM Enterprises	Line 1 \$15,525.00	Line 2 \$4,564.00	Line 3 \$1,890.00	Total \$21,979.00
Forms Plus	Line 1 \$18,450.00	Line 2 \$4,920.00	Line 3 \$1,845.00	Total \$25,215.00
Moore Document	Line 1 \$21,450.00	Line 2 \$5,200.00	Line 3 \$2,130.00	Total \$28,780.00
The Herald Inc.	Line 1 \$22,170.00	Line 2 \$6,220.00	Line 3 \$2,626.50	Total \$31,016.50

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

ORDINANCE #: 2535-2012

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE:
