

**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 see below

2. Detailed explanation of reason (must be completed by division):
There are only two (2) vendors who provide this legal research service.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

Westlaw - \$4,700/month
Lexis-Nexis - \$7,128/month

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

Lowest bid was accepted.

APPROVED BY: _____ DATE: _____
(Authorized Signature)
