

**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 \_\_\_\_\_

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

At the present time, the machine is malfunctioning resulting in operational delays, down time and numerous service calls. The current machine is aging and out-dated. Replacement parts needed to correct these malfunctions are scarce or no longer available.

The formal bid for the folder/gluer (SA000581) was opened on December 4, 2003. Those bid responses were required to be good for 120 days from the bid opening date. Two companies responded with offers. Both companies were considered to be non-responsive based on terms and conditions submitted by each supplier. The lowest offering was from Mail Processing Systems, Inc.

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3. Informal procedure used:

- ☐ telephone quotations
- ☐ written quotations
- ☐ negotiations

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4. Informal bids received and prices for each:

N/A

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

N/A

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ORDINANCE #:

APPROVED BY:

*Authorized Approval on Corresponding Legislative File*

DATE:

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