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. **In accordance with section 329.27 of the Columbus City Code, City Council may determine that the City's best interest is served by waiving the City Code Formal Bid procedures for the following reason(s):** (Note that these reasons are all based on time. Currently, formal bid average completion time is 160 calendar days.)

☐ An unanticipated breakdown created an unplanned, emergency need.

☐ The item to be purchased is of a perishable nature, the price or availability will perish before the formal bid process can be completed.

☐ Need to extend an existing contract for one year or more where no provision for extension was included in the original bid/contract.

☒ Need to increase a contract for additional supplies/services, although the original contract obligations have been fulfilled. Adding SR840 Finisher with 100 sheet stapling, Three hole punch kit for SR840 Finisher, Copy Connector Type 1075, and IEEE 802.11b wireless interface kits. These additional items were requested by the Recreation and Parks Department.

☐ A new law or regulation requires immediate compliance; there is insufficient time to accomplish formal competitive bidding and satisfy the needs in order to comply.

☐ Other: There is not enough time to obtain formally advertised, competitive sealed bids to satisfy the needs because:

2. Informal bid procedure used: ☐ **Yes** ☒ **No** **Explain:**
Pricing was only solicited from the current contract holder because they have a multi-year agreement with the City for 55 cpm/ppm Digital Copiers/Printers.

3. Informal bids received and prices for each:
Pricing varies dependent on whether the machine is purchased outright, lease/purchased for 3 yrs. with option for buyout of $1.00, or lease/purchased for 3 yrs. with option to purchase for a not–to-exceed cost. Pricing is available in the Purchasing Office

4. If lowest bid was not accepted, Explain: