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**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. 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.
- ☐ 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: Continental Office Furniture did not provide a discount % in their bid for their "like items" and accessories offered. Without waiving, we can only award the items we actually received pricing for, which means we could only buy a very limited selection from 9 to 5 Seating and Herman Miller. Continental was the most responsive dealer from which we received an offer that can sell us those items. This supplier is the only authorized dealer of Herman Miller products in Central Ohio. For the past two (2) years the City has been purchasing Herman Miller seating off the State of Ohio Contract to meet their needs. Awarding a contract to Continental Office Furniture Corporation will allow City agencies to continue to purchase office chairs, like items, and accessories within a family of chairs (ex. executive seating, guest seating, managerial seating, stools, etc.) from both preferred manufacturers.

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2. Informal bid procedure used: ☐ Yes ☒ No Explain:

A formal bid process was used.

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3. Informal bids received and prices for each:

A formal bid and pricing was received.

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4. If lowest bid was not accepted, Explain:

FriendsOffice was low bidder on items 1, 2, 4, 5, 6, 7, 12-14 and 22-30. However, supplier was deemed non-responsive to Section 3.1.4, 3.13, and 6.3.1 of the bid requirements. They didn't submit the required documents. The supplier didn't complete the Proposal Page of the bid document which required bidders to list discounts to listed pricing, the name and issue date of the catalog or price list they were bidding; and they did not list page numbers where the items can be found. In the best interest of the City, Continental Office Furniture Corporation is being awarded item 6 and 7 (9 to 5 Seating).

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Ordinance No.: 0324-2016

Approved By: Authorized Approval on Corresponding Legislative File

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