

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

The Purchasing Office solicited bids, SA002148, Mobile Filing System which opened September 21, 2006. Four responses were received but all bids were non-responsive due to not meeting the weight capacity for the flooring. It was discovered that a major factor in weight distribution was the constriction the Division of Police placed on the location of the filing system. Since the Division of Police requested revised configurations and pricing from all respondents, it is necessary to waive competitive bidding.

3. Informal procedure used:

- telephone quotations
 - written quotations
 - negotiations
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Informal bids received and prices for each:

All suppliers were contacted and given an opportunity to revise their configurations for the filing system. Two suppliers responded with revisions which met the weight capacity requirements. The bids were Continental Office in the total amount of \$28,455.73 and The Charles Ritter Co. in the amount of \$20,513.24.

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

Lowest bid was accepted.

ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:
