

BID WAIVER INFORMATION FORM  
TO ACCOMPANY LEGISLATION WHICH WAIVES ANY PROVISIONS OF  
COLUMBUS CITY CODES CHAPTER 329  
(PLEASE LIMIT YOUR RESPONSE TO THIS SHEET)

Reasons for Waiving City Code Procedure:

- Emergency breakdown creating an unplanned need.
- Item to be purchased is of a perishable nature.
- It is impossible to obtain bids to satisfy need with time required by formal bidding process,
- Need to extend or increase an existing contract.
- Non-price errors on either the bidder's or the City's part in the bid process.
- Bidder did not provide documentations of MBE/FBE participation (or good faith effort) where specific contract goals were stated.

Explanation:

On May 16<sup>th</sup> the Department of Public Safety, Division of Fire, conducted an inspection of the premises in which court records are stored and issued a citation that requires that all existing case files be removed from those areas not designated for storage by October 31, 2005. In consideration of the good faith effort the Franklin County Municipal Court Clerk to remedy the problem and in view of the magnitude of the files to be move the files was given until the end of December 2005.

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2. Was informal bid Procedure used:  Yes     No    Explain:  
Due to time constraints, an informal bidding process was used, soliciting quotations from three vendors of which two vendors responded.

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3. Informal bids received and prices for each:  
3SG Technology Solutions - \$1,066,907.00  
Document Imaging Solutions, Inc. – No Response  
Document Management Services – Incomplete Quote

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4. If lowest bid was not accepted, explain:

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Approved: \_\_\_\_\_  
Finance Director

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Date