

**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 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 See below

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

- The proposed equipment of either company will satisfy the City's needs; however, the Bowe Bell & Howell mail inserter will fit into the planned inserter room at the City Data Center without additional structural changes to the room. Pitney Bowes equipment does not fit – it is too large.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and negotiated prices for each:

Bowe Bell & Howell: \$249,390.10

Mail Processing Systems: No Response

Pitney Bowes: \$234,885.00

-
- The Pitney Bowes Flexible Productivity System (FPS) is too large – by over seven (7) feet for the planned location at the City Data Center. Even if installation were possible, the size of the machine makes it more than cumbersome – especially for one operator.

ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:
