

**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 The current procurement code does not allow multiple awards for the same purchase and it doesn't allow a secondary bid process between contract holders. Additionally, one of the bidders (Post Printing Inc.) did not meet a 75 mile distance requirement for their facility. This company is 79+ miles away; however, it is in the City's best interest to contract with this company for competitive pricing.

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2. **Informal Bid Procedure Used:** Not applicable as a competitive bid procedure was used. An informal bid process will be done by the City's internal Print Services facility for each print/copy job and awarded to the lowest meeting the job requirements. The solicitation asked for not-to-exceed pricing for various type jobs. Awarded suppliers will compete for the jobs during the term of the contracts.

3. **Informal bids received and prices for each:**

Pricing for each print/copy job solicited from the three awarded suppliers will be awarded to the lowest contractor meeting the job requirements.

4. **If lowest bid was not accepted, explain:**

All three companies that provided proposals/bids are being recommended for award. The secondary bid process will award to lowest contractor.

ORDINANCE #: 0311-2015

APPROVED BY: *Authorized Approval on Corresponding Legislative File*

DATE:
