

**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. 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

X	other	In past years, it was deemed to be in the best interest of the Clerk's Office to purchase from the previously established State of Ohio, State Term Schedule with TAB Products Company LLC, that expired, schedule number 800809; effective dates 09/01/2021 to 08/31/2023. Therefore, to continue to have an exact match to the file folders (color coding) and to continue to receive competitive pricing consistent with the State Term Schedule previously used, this legislation is being submitted in accordance with the City of Columbus bid waiver procurement.
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2. Detailed explanation of reason (must be completed by division):

To continue to have an exact match to the file folders (color coding) and to continue to receive competitive pricing consistent with the State Term Schedule previously used, this legislation is being submitted in accordance with the City of Columbus bid waiver procurement.

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3. Informal procedure used:

- ☐ telephone quotations
  - ☒ written quotations
  - ☐ negotiations
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4. Informal bids received and prices for each: N/A

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5. If lowest bid was not accepted, explain criteria for award: N/A

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ORDINANCE #: 1168-2025

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE: 6/2/2025

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