
**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. In accordance with section 329.27 of the Columbus City Code, City Council may determine that the City's best interest is served by waiving the City Code Formal Bid procedures for the following reason(s): (Note that these reasons are all based on time. Currently, formal bid average completion time is 160 calendar days.)

- An unanticipated breakdown created an unplanned, emergency need.
- The item to be purchased is of a perishable nature, the price or availability will perish before the formal bid process can be completed.
- Need to extend an existing contract for one year or more where no provision for extension was included in the original bid/contract.
- Need to increase a contract for additional supplies/services, although the original contract obligations have been fulfilled.
- A new law or regulation requires immediate compliance; there is insufficient time to accomplish formal competitive bidding and satisfy the needs in order to comply.
- Other: There is not enough time to obtain formally advertised, competitive sealed bids to satisfy the needs because: informal bid process was completed, all bid responses were over \$20,000, the Department of Public Utilities must have return mailing envelopes to send with bills

2. Informal bid procedure used: Yes No Explain:

prior year bid results were under \$20,000 for the same quantity, the extent of this price increase was not anticipated

3. Informal bids received and prices for each:

Eight (8) responses were received as follows:

Print Solutions Today \$23,280	Envelope Solution \$25,728
Bayley Envelope, Inc. \$20,720	Mac Paper Converters \$27,392
The Herald, Inc. \$20,576	MBK Services, Inc. \$27,824
Forms Plus Services, Inc. \$31,968	Information Data Products, Inc. \$20,784

4. If lowest bid was not accepted, Explain:

N/A

Ordinance No.: 0704-2011

Approved By: Authorized Approval on Corresponding Legislative File
