

**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 _____

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

Modifying existing contract #FL004622 with the Gordon Flesch Company, Inc. for the addition of fax control modules to the Multi-functional Devices UTC. Since this contract is a three year leasing; it is impractical to bid and contract with any other company than the current holder for these unanticipated additional accessories.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

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

The cost for the purchase of this accessory and associated costs was negotiated with the Gordon Flesch Company, Inc.

ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File