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**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. 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: Multiple contracts are being awarded for Office Supplies, Accessories and Office Papers (Recycled). The specification stated that no more than two (2) contracts would be awarded to the lowest, responsive, responsible and best bidders, per category. A waiver of regulations is being submitted to award to multiple suppliers and to award four (4) contracts as the Code does not envision multiple awards for the same category.

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**2. Informal bid procedure used:**  Yes  No **Explain:**

Formal bid process used.

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

N/A

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

N/A

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**Ordinance No.:** 1984-2014

**Approved By:** Authorized Approval on Corresponding Legislative File

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