

**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
- other A citywide contract for the purchase of paper is being established in accordance with a competitively bid State of Ohio term contract.

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2. Detailed explanation of reason (must be completed by division): The State of Ohio's bid process resulted in pricing on the state term contract that is currently the lowest pricing available. The city bid procedures are being waived only because we are not creating a contract in accordance with Section 329 regulations but are instead creating a contract in accordance with the State of Ohio cooperative purchasing program, since this is in the City's best interest.

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3. Informal procedure used: N/A; Contract was competitively bid by the State of Ohio.

- 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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APPROVED BY: Authorized Approval on Corresponding Legislative File  
DATE: 12-5-05

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