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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: There is not enough time to obtain formally advertised, competitive sealed bids to satisfy the needs because: This project will require the reconfiguration and installation of additional cubicles, desks and chairs within the Coleman Government Center located at 111 N. Front St. In order to reuse existing material and build a cohesive office the Department is requesting a bid waiver to award a service contract to the vendor that provided the original equipment and who is the only authorized seller of Haworth office systems in central Ohio. Additionally, the Department is requesting to utilize State of Ohio state term schedule contract STS714 to maximize cost savings.

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2. Informal bid procedure used:       Yes       No      Explain:

Original vendor is being used to preserve the cohesive aesthetic of the building. The vendor is the only authorized Haworth dealer in Central Ohio and utilization of the state term schedule contract STS714 will result in significant cost savings.

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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-vendor (King Business Interiors Inc.) is the only authorized Haworth seller in Central Ohio and is the original provider and installer.

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Ordinance No.: 3338-2023

Approved By: Authorized Approval on Corresponding Legislative File

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