

**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 The File Folders will be purchased through State Term Schedule 800809. Ordinance 0582-87 authorizes the City of Columbus to purchase from this contract.

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

Due to the need to have an exact match to the file folders (color coding) used in the past years, it was deemed to be in the best interest of the Clerk's Office to purchase from the State of Ohio, State Term Schedule with TAB Products Company LLC.

3. Informal procedure used: N/A

- ☐ telephone quotations
- ☐ written quotations
- ☐ negotiations

4. Informal bids received and prices for each: N/A

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

ORDINANCE #: 1008-2023

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE:
