

**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 See Number 2 below.

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

A competitive process to solicit cleaning services for the Columbus Police Academy is in process. Key Cleaning has agreed to continue the services for four months while this process take place. Since Key Cleaning is familiar with the custodial needs of the Police Academy, we request they remain in place until the BVP process is complete.

3. Informal procedure used:

4. N/A

- ☐ telephone quotations
- ☐ written quotations – Quotes were requested from Applied Technical Services who previously performed anchor inspection.
- ☐ negotiations

5. Informal bids received and prices for each:

N/A

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

N/A;

ORDINANCE #: 2532-2025

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE: 09/15/2025
