
**BID WAIVER INFORMATION FORM
TO ACCOMPANY LEGISLATION
(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 Not cost effective to change locations
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2. Detailed explanation of reason (must be completed by division):

The Health Department currently contracts with Fireproof Records Center for the storage, retrieval, and destruction of records of various programs. Health Department personnel have determined that competitively bidding these services would not result in any cost savings because of the high cost to move over two thousand boxes of records, currently being stored at Fireproof, to another facility.

3. Informal procedure used:

- telephone quotations
 - written quotations
 - negotiations
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4. Informal bids received and prices for each:

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

APPROVED BY: _____
(authorized signature)

DATE:
