

**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 Not cost effective to change locations

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

The City Attorney's Office currently contracts with Fireproof Records Center for records management services.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

Andrews Records Management	\$17,196.00
Iron Mountain	\$18,600.00 – 21,960.00
Fireproof Records Center	\$21,866.00

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

If we changed vendors at this time we could potentially save an estimated \$4,670; however, this savings would be offset by the estimated minimum cost of \$5,450 to permanently move our records to another facility in addition to the cost of staff man-hours to facilitate such a move.

ORDINANCE #: 2218-2004

APPROVED BY: Richard C. Pfeiffer, Jr.

DATE: 12/02/04
