

**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 Anticipated bids to be under \$20,000.

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

Because it was anticipated that bids for a new storage shed would not exceed \$20,000, an informal bid process was done through the City's Vendor Services webpage via Solicitation No. SO030070. All fifteen vendors registered with the City's Purchasing Office for commodity code 15518, storage buildings, were solicited for a bid. The request for bids was posted on September 26, 2008, and closed on October 8, 2008.

The Health Department believes it has performed its due diligence in soliciting bids, according to Columbus City Codes, Section 329.07, however, the bid amounts received exceeded the \$20,000 limit. Because of this and that the only part of the Columbus City Codes that was not adhered to is that the bid was not published in the City Bulletin, the Health Department would like to accept the quotes from the informal bid.

3. Informal procedure used:

- telephone quotations
- written quotations
- Negotiations

4. Informal bids received and prices for each:

<u>Bid</u>	<u>Vendor</u>	<u>Contract Compliance No.</u>	<u>Expiration Date</u>
\$23,056.00	Safety Storage, Inc.	77-0098725	10/22/10
\$28,562.00	US Chemical Storage LLC	56-2109249	Inactive

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

ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:
