

**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 Bidder Incorrectly Filled out Bid Form

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

Contract was formally bid per City Code. One Bid was received. Bidder incorrectly added 1% contingency instead of specified 10% contingency. Bidders total cost was mathematically corrected to include the 10% contingency. Bid was reviewed by City Attorney and recommendation was that the bid must be waived in order to award.

3. Informal procedure used: N/A Contract was formally bid.

- telephone quotations
- written quotations
- negotiations

4. ~~Informal~~ bids received and prices for each:

One Bid was received:

K & M Kleening Service, Inc. @ \$234,314.39 – This total amount was mathematically corrected to include the specified 10% contingency with a corrected total of \$255,307.14

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

ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:
