

**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)

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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 \_\_\_\_\_

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

The Fleet Management Division wishes to contract for interim security guard patrol services at the 4211 Groves Road for a maximum of fourteen weeks for the Fleet Management Division without the use of formal competitive bidding. Construction of the new Fleet Management Facility at 4211 Groves Rd will be complete effective January 25, 2008 but will not be fully occupied until March 21, 2008. Investigation & Protection Agency is currently the security provider for Messer Construction, the general contractor, at 4211 Groves Rd. The Fleet Management Division has submitted a formal bid to acquire permanent security for the facility but wants to retain the services of the current provider until the bid is awarded.

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3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

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4. Informal bids received and prices for each:

Security Guard Patrol – patrol inside buildings and exterior property perimeter at \$14.00 per hour approx. \$2,548 every 2 weeks. Vehicle use for patrol - \$20.00 a day approx. \$280.00 every 2 weeks. Maximum needed is \$19,796 for 14 weeks.

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

N/A

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ORDINANCE #: -2008

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE: 1/18/08

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