

**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 Project was bid for 12-month period; funding only available for 4-month period.

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

The contract to clean the Police Academy was bid out on a 12-month basis. Due to 2004 budget concerns, only four months of funding is available. Therefore, although the contractor was selected based on formal bids, this is technically a bid waiver.

3. Informal procedure used:

- telephone quotations
- * written quotations
- negotiations

4. Informal bids received and prices for each:

Dove Building Services, Inc.	\$285,894.59
Mid-American Cleaning	\$293,971.94
K&M Kleening Service	\$300,937.9

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

Not applicable

ORDINANCE #: 1810-2004
APPROVED BY: Authorized Approval on Corresponding Legislative File
DATE: October 18, 2004
