
**BID WAIVER INFORMATION FORM
TO ACCOMPANY LEGISLATION
(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
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2. Detailed explanation of reason (must be completed by division):

The Health Department currently contracts with Fireproof Records Center for the storage, retrieval, and destruction of records of various programs.

3. Informal procedure used:

- telephone quotations
 - written quotations
 - negotiations
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4. Informal bids received and prices for each:

Andrews Records Management	\$11,136
Iron Mountain	\$14,142
Fireproof Records Center	\$13,368

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

If we change vendors thru the bid process we save \$2,232; however, this savings is offset by the approximate cost of \$12,000+ to permanently remove our records from the current facility.

APPROVED BY: _____
(authorized signature)

DATE: _____
