

**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 Need specific, compatible equipment and service.

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

The Department of Public Utilities currently uses the Frontier access control system to secure many of its facilities. Due to the proprietary nature of the security software and compatibility of existing security equipment, it is in the best interest of the City to waive the provisions of competitive bidding and enter into contract with SGI Matrix, LLC.

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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:

N/A

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

N/A

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ORDINANCE #: 1234-2024  
APPROVED BY: Authorized Approval on Corresponding Legislative File  
DATE: 4/24/24