

**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 _____

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

To enter into a contract with Xentry System Integration for the provision of a new city badge printer for Columbus Public Health, 240 Parsons Avenue. This equipment is necessary to update CPH's current system, which is outdated and no longer functioning. The new equipment will be compatible with the City's established standards for security systems, and will be linked to the current security system at City Hall.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

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

Xentry System Integration installed the original access system at Columbus Public Health. They also installed the access system at City Hall. Contracting with Xentry System Integration, is the logical and most expeditious option for this badge printer

ORDINANCE #: 1819-2015

APPROVED BY: _____

DATE: _____