

**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 City of Columbus utilizes Matrix Systems, Inc. in several of its facilities; the equipment is proprietary in nature. Matrix Systems, Inc. is the sole manufacturer and distributor of Matrix systems. Due to the Matrix's proprietary interest, using another company would lead to additional time and costs. Another company would be required to subcontract with Matrix Systems, Inc.

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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:

Not Applicable.

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

Not Applicable.

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ORDINANCE #:

APPROVED BY:

DATE:

Authorized Approval on Corresponding Legislative File

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