

**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): In order to implement the electronic reporting and evidence management system the existing computer hardware and software utilized by the Crime Lab technicians will need to be upgraded. Formal competitive bid process is being waived so we can purchase the product that has met our stringent evaluation and obtain these computers immediately so that this project can be implemented by the target date.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

OM Office Supply - \$29,460.00	Insight Public Sector - \$30,826.20
Tech Depot - \$30,200.00	Shea PC Div. Of Vision Micro - \$33,760.00
Global Gov/Education - \$30,591.80	Alex Systems Consultants - \$38,000.00

5. If lowest bid was not accepted, explain criteria for award: The decision to purchase the Laptops with docking station from Shea PC Div. Of Vision Micro is based on their bid being the lowest, most responsible, responsive and best bid evaluated by the Police NET personnel. The four lowest bidders did not bid on the docking station that was included in the specifications.

ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:
