

**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 Supplier for all security systems in the Division of Police
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2. Detailed explanation of reason (must be completed by division):

That Matrix Systems Inc. is the supplier for the security systems in all the Police facilities and it is necessary so that all security systems interact with each other and only one badge system is needed. This installation will increase the level of access security at the Crime Lab for the protection of personnel and the integrity of the testing and files maintained at that location.

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3. Informal procedure used:

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

Written quotations were received and reviewed by the Facilities Section of the Division of Police to obtain the best possible pricing.

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4. 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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