

**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 This is a renewal to our current Pen-Link System

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

Pen-Link is the sole source provider of all Pen-Link Software products, series, training, maintenance, software updates, hardware, and configurations. Pen-Link systems must be purchased and serviced by Pen-Link or the agency risks voiding the warranties. Pen-Link utilizes no agents, dealers, or distributors to resell the product. The system the Division needs includes two product suites, PLX and GeoTime. PLX is the only product on the market that utilizes an Oracle Database and User interface that allows users to input, analyze, store and search historic telephone and IP data and cannot be competitively bid. Therefore, the Division of Police is asking for a bid waiver to purchase the entire Pen-Link System due to the facts that aspects of the system are sole source and the Division needs the entire system to properly run the software, obtain the upgrade, receive maintenance for the software, and not void the warranties that come with the system.

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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: Reached out to Sytech but they were not able to perform all the functions needed by the Division

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

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ORDINANCE #: 2486-2025

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE: \_\_\_\_\_

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