

**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 Need compatible equipment

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

In May of 2001, Matrix Systems, Inc. was awarded the initial phase of the access security equipment for the Health Department. The need for additional equipment in the amount of \$7,500 has been identified. Due to the proprietary nature of the security software and compatibility with existing security equipment, it is in the best interest of the City to waive the provisions of competitive bidding and enter into contract with Matrix Systems, Inc.

3. Informal procedure used:

- telephone quotations
- written quotations
- Negotiations

4. Informal bids received and prices for each:

N/A

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

ORDINANCE #: _____

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:
