

**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):

Conference room 225 currently has no functioning technology equipment and cannot be used for staff presentations or meetings. A staff team, including members of the Department of Technology, assembled a scoping document to provide to vendors describing the technology needs and assets for the room. The team then conducted an informal bid with several vendors and ultimately received two bids. AVI Systems, as the low bidder, was deemed to have submitted the winning bid.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

AVI Systems Inc: \$165,907.13
iVideo: \$170,127.79

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

ORDINANCE #: 3537-2023

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE:
