**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. **In accordance with section 329.27 of the Columbus City Code, City Council may determine that the City's best interest is served by waiving the City Code Formal Bid procedures for the following reason(s): (Note that these reasons are all based on time. Currently, formal bid average completion time is 160 calendar days.)**

☐ An unanticipated breakdown created an unplanned, emergency need.

☐ The item to be purchased is of a perishable nature, the price or availability will perish before the formal bid process can be completed.

☐ Need to extend an existing contract for one year or more where no provision for extension was included in the original bid/contract.

☐ Need to increase a contract for additional supplies/services, although the original contract obligations have been fulfilled.

☐ A new law or regulation requires immediate compliance; there is insufficient time to accomplish formal competitive bidding and satisfy the needs in order to comply.

☒ Other: There is not enough time to obtain formally advertised, competitive sealed bids to satisfy the needs because: <u>RFP process used to purchase key management system and associated professional services; ITB process was not used because it is in City's best interest to judge factors beyond cost and minimum qualifications in awarding a contract for this system.</u>

2. Informal bid procedure used: ☐Yes   ☒No   **Explain:**

RFP SA005016

3. Informal bids received and prices for each:

Keyper Systems $123,693.64
Agile Access Control $152,104
Canadian Time Systems (dba Key Tracer Systems) $174,085.00
KeyTrack $184,575
Morse Watchman $210,095
AssetWorks $385,334.93

4. If lowest bid was not accepted, Explain:

Please see attached RFP Award recommendation, showing Canadian Time Systems as the highest scoring proposal, based on the criteria published in the RFP.

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Approved By: Authorized Approval on Corresponding Legislative File