

**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      In order to capture the cost savings immediately and enhance efficiencies, the contract and legislation should be expedited at once and declared as an emergency.

---

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

An informal process was followed with the solicitation of three imaging service companies to demonstrate their software technology with storage, retrieval, and online data management of images from a database. Intelinetics, Inc. was preferred based on their ability to: custom design a software package based on the City of Columbus Human Resources Department needs; the ability to expand the program to additional departments, as needed; and the competitive pricing proposal submitted.

---

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

---

4. Informal bids received and prices for each:

3SG Corporation	\$192,669.00
Intellinetics, Inc.	\$ 55,179.00
MT Business Technology	\$ 22,995.00

---

5. If lowest bid was not accepted, explain criteria for award: (See Section 2)

MT Business Technology offered the lowest bid but was not accepted due to their inability to customize the software package to suit the City of Columbus, Human Resources' departmental needs and the inability to expand the program to additional departments without incurring a significant additional cost to the City.

---

ORDINANCE #: \_\_\_\_\_

APPROVED BY:

*Authorized Approval on Corresponding Legislative File*

DATE:

---