

**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 an upgrade of proprietary equipment. To install a completely new system would be cost prohibitive.

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

Matrix Systems, Inc. was selected based on a requested proposal to upgrade the current system. The current system is from Matrix Systems, Inc. and has served the Facilities Management Division well. To replace the current system completely would be cost prohibitive, with no improvement over the upgrade that is proposed.

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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:

Matrix Systems, Inc.	\$128,443.00
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5. If lowest bid was not accepted, explain criteria for award:

Not applicable

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ORDINANCE #:	<u>1669-2004</u>
APPROVED BY:	<u>Authorized Approval on Corresponding Legislative File</u>
DATE:	<u>September 21, 2004</u>

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