

**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 and 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 \_\_\_\_\_

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

Laptop computers are needed for twenty vehicles to be used as part of the Mayor's Summer Strike Force Initiative beginning April 1, 2007. The vehicles need to be equipped with the laptops so that the officers have access to police records, reports, warrants, and all necessary information for the summer strike force.

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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:

The Division of Police requested an informal bid for this item since the formal bid process could not be completed in time to receive computers and finish installation in the vehicles by the deadline of April 1, 2007. The Purchasing Office advertised SO024548 from 02/09/07 through 02/16/07. Two responses were received, OM Office Supply with GPS in total amount of \$82,000.00 or with Smart Card in total amount of \$78,400.00 and Insight Public Sector in total amount of \$91,519.80.

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

The decision to purchase laptop computers from Insight Public Sector is based on their bid being lowest, most responsible, responsive and best bid evaluated by the Police Net personnel. OM Office Supply quoted two different configurations but the Division of Police had requested the laptops to include both GPS and Smart Card for each laptop.

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ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:

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