

**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 the reason (must be completed by division):

The Federal Bureau of Investigations increased the security requirements for Leads. Every person using Leads must have a card reader on their door. The card readers need to be same as the existing readers and the vendor needs to be a certified reseller.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

SGI Matrix \$64,593.91 – Bid expires 4/12/24
KNS \$141,269.84
Johnson Controls \$146,688.40

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

ORDINANCE #: 0745-2024

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE:
