

**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 \_\_\_\_\_

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

Facilities Management has established Matrix security systems as a standard in City buildings that they manage. Should the City decide to establish a Security Center to monitor all City buildings, the Department of Technology (DoT) Data Center would be compliant with the standard that will be employed. DoT currently, manages the Matrix security system for Public Utilities and plans to utilize the server and upgrade the software to support the DoT Data Center to more fully use existing resources. DoT is moving into the Jerry Hammond Center, where Matrix will be utilized for cardkey access and this purchase will allow DoT to manage its own door access.

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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:

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

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ORDINANCE #:

APPROVED BY:

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*Authorized Approval on Corresponding Legislative File*

DATE:

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