

**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      Need to continue existing software support services with proprietary contractor.
- 

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

The Division of Fire has used Kronos Telestaff automated staffing software since 2006; this propriety software requires support and service to ensure proper functionality. This service and support covers proprietary software from Kronos Inc., a PC based software solution designed specifically to help the Division of Fire manage its complex staffing assignments.

---

3. Informal procedure used:

- telephone quotations
  - written quotations
  - Negotiations
- 

4. Informal bids received and prices for each:

See attached quote.

---

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

---

APPROVED  
BY:

DATE:

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_