

**BID WAIVER INFORMATION FORM TO ACCOMPANY LEGISLATION  
(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 – the Division of Fire is not currently seeking an alternative to the staffing software provided by UKG Kronos Systems LLC, the sole provider of their specialized proprietary software.
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2. Detailed explanation of reason (must be completed by division):

The Division of Fire is in need to continue contracting with UKG Kronos Systems LLC for use of it's automated staffing software and it not currently seeking a replacement.

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3. Informal procedure used:

- telephone quotations
  - written quotations
  - negotiations
  - formal bids
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4. Informal bids received and prices for each: N/A

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

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Ordinance #:0168-2024

APPROVED BY: *Vito Pignatta* DATE 1/19/24  
(Authorized Signature)