

**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.
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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
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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)
