

**BID WAIVER INFORMATION FORM TO ACCOMPANY LEGISLATION
(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 – waiver necessary to continue Fire Incident Reporting software services while RFP is in process
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2. Detailed explanation of reason (must be completed by division):

The Division of Fire is in need to continue Fire Incident Reporting Software services while the RFP to replace the version currently in use is in process. ESO Solutions is the current provider of the existing software and is offering their latest platform at a discounted rate.

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

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

Ordinance #:2696-2023

APPROVED BY: _____ DATE _____
(Authorized Signature)