

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

The Division of Fire, is in need to continue subscription software services with Kronos' proprietary Telestaff scheduling software, to ensure automated staffing services can continue uninterrupted, CFD is requesting a Bid Waiver on this purchase.

3. Informal procedure used:

- telephone quotations
 - written quotations
 - negotiations
 - formal bids
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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: N/A

APPROVED BY: _____ DATE _____
(Authorized Signature)