



# Bid Waiver Form

Revised 01/2025

Short Description of Goods/Services		Total Cost	
Vendor Name		MUNIS #	Req #
Purchasing Officer		Date	
Department		Email	
Name		Phone	

**\*A VENDOR QUOTE MUST BE ATTACHED TO THE WAIVER FOR APPROVAL\***

Provide a detailed description of the goods/services intended to be purchased:

**\*Send to a Purchasing Officer Once Completed\***



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## Procurement Exception List

- ☐ Emergency Procurement
- ☐ Unique and specific technical qualifications are required
- ☐ A special adaptation for a special purpose is required
- ☐ A unique or opportune buying condition exists
- ☐ Only one vendor possesses the unique and singularly available ability to meet the Department's requirements

Provide a detailed explanation as to why the competitive bidding (RFB/RFP) process cannot be used. Also provide a detailed justification in relation to the Procurement Exception(s) chosen:

## Bid Waiver Approval (For Purchasing Use Only)

☐ Under \$45,000 (Controller)

☐ \$45,000+ (Personnel & Finance Committee)

Date Approved:

**\*Send to a Purchasing Officer Once Completed\***