



Bid Waiver Form

Revised 01/2024

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|-------------------------------------|--|------------|-------|
| 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:

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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 \$44,000 (Controller)

☐ \$44,000+ (Personnel & Finance Committee)

Date Approved:

Send to a Purchasing Officer Once Completed