



Bid Waiver Form

Revised 04/2021

Short Description of Goods/Services		Total Cost	
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Vendor Name		MUNIS #		Req #	
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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:

Claim Type	2022	2023	2024	2025	2026
Indemnity (Including Lost Time, Permanent Disability, Retraining Benefits, MSA Files and Litigated)	\$1,008	\$1,038	\$1,069	\$1,101	\$1,145
Medical Only Payments	\$160	\$165	\$170	\$175	\$180
Incident Only	\$30	\$30	\$30	\$30	\$35

Bid Waiver Approval (For Purchasing Use Only)

Under \$37,000 (Controller)

\$37,000+ (Personnel & Finance Committee)

Date Approved:

Send to a Purchasing Officer Once Completed