

# BID WAIVER FORM

## Purchasing Division

Rev. 01/2026



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

BID WAIVER TITLE/SHORT DESCRIPTION OF GOODS/SERVICES	TOTAL COST
	PURCHASING OFFICER

VENDOR NAME	MUNIS #	REQ #

DEPARTMENT	REQUEST DATE
NAME	PHONE
EMAIL	

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

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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 AND provide a detailed justification in relation to the Procurement Exception(s) chosen:

### Bid Waiver Approval (For Purchasing Use Only)

Bid Waiver #

Under \$46,000  
(Controller)

Over \$46,000  
(P&F Committee)

Date Approved

Verification Signature