

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:

The image shows the official seal of the State of Wisconsin. It is a circular emblem with a yellow rope-like border. Inside the border, the word "WISCONSIN" is written in a large, blue, serif font. Above the word, there is a shield divided into four quadrants. The top-left quadrant shows a Native American figure holding a bow and arrow. The top-right quadrant shows a landscape with a lighthouse and a ship. The bottom-left quadrant shows a person fishing from a pier. The bottom-right quadrant shows a person holding a scroll. In the center of the shield is a banner with the year "1839". To the left of the shield is an ear of corn, and to the right is a sheaf of wheat.

BID WAIVER FORM

Purchasing Division

Rev. 01/2026



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