

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 #
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DEPARTMENT	REQUEST DATE
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NAME	PHONE
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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