



Bid Waiver Form

Revised 01/2025

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:

Large empty box for providing a detailed explanation and justification for the procurement exception chosen.

Bid Waiver Approval (For Purchasing Use Only)

Under \$45,000 (Controller)

\$45,000+ (Personnel & Finance Committee)

Date Approved:

Send to a Purchasing Officer Once Completed