



# Bid Waiver Form

Revised 02/2023

|                                     |  |            |  |
|-------------------------------------|--|------------|--|
| Short Description of Goods/Services |  | Total Cost |  |
|-------------------------------------|--|------------|--|

|             |  |         |  |       |  |
|-------------|--|---------|--|-------|--|
| Vendor Name |  | MUNIS # |  | Req # |  |
|-------------|--|---------|--|-------|--|

|                    |  |       |  |
|--------------------|--|-------|--|
| 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:

## Bid Waiver Approval (For Purchasing Use Only)

Under \$43,000 (Controller)

\$43,000+ (Personnel & Finance Committee)

Date Approved:

**\*Send to a Purchasing Officer Once Completed\***