



# 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

**QUOTE**

# Products & Services



Item & Description	Quantity	Unit price	Total
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**Aurelian payment due now:**

First year discount	1	\$180,000.00/year	\$180,000.00 / year
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for 1 year

**Aurelian payment starts:**

<b>365 days after initial payment</b>	<b>1</b>	<b>\$216,000.00/year</b>	<b>\$216,000.00/year</b>
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for 2 years

**COMMENTS FROM MAX KEENAN**

Aurelian quote for an estimated call volume of 205,000 calls / year. Inclusive of a 17% first year discount.

Annual Subtotal	\$180,000.00 / year
<b>Due now</b>	<b>\$180,000.00 / year</b>