



# Bid Waiver Form

Revised 01/2025

<b>Short Description of Goods/Services</b>		<b>Total Cost</b>	
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<b>Vendor Name</b>		<b>MUNIS #</b>		<b>Req #</b>	
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<b>Purchasing Officer</b>		<b>Date</b>	
<b>Department</b>		<b>Email</b>	
<b>Name</b>		<b>Phone</b>	

**\*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 \$45,000 (Controller)

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

Date Approved:

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