

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
NAME	PHONE
EMAIL	

Provide a detailed description of the goods/services intended to be purchased:

The image features a large, faint watermark of the Wisconsin state seal in the background. The seal is circular with a rope-like border. Inside, a shield is divided into four quadrants: top-left shows a Native American with a bow and arrow; top-right shows a plow and sheaves of wheat; bottom-left shows a sailor with a net; bottom-right shows a miner with a pickaxe. A banner across the shield reads "1839". The word "WISCONSIN" is written in a large, serif font around the bottom half of the seal.

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