Lincoln University
Purchasing Department
Request for Waiver of Competitive Bidding
ATTACH TO REQUISITION

Pursuant to the University’s Policy on Purchasing, the signature of the Vice President for Fiscal Affairs is requested on purchases of $5,000 or more to authorize the Purchasing Agent to purchase without competitive bidding the listed item(s) or service(s).

The Bid Waiver Form must accompany a requisition when seeking to purchase goods or services in excess of the bid limit of $5,000 per supplier per fiscal year. Categories for granting waivers of competitive bidding are listed below. Check the applicable category and provide justification for your request (attach additional documents as necessary).

☐ SOLE SOURCE: There is not another company that provides the required goods or services. Sole source requests must include an explanation below from the Purchasing Agent in consultation with the Department Director, Dean or Vice President, that no other source exists for the region (based on territory or manufacturer) or the sourcing of goods or services with this particular specification.

☐ EMERGENCY: The goods or services are needed to correct or prevent an emergency health, environmental or safety hazard; special or time sensitive events; and/or emergency repair or replacement of existing equipment essential for daily operations.

☐ ECONOMIC: Responsible economic procurement relieves the University of potential additional expenses that would result from NOT making the purchase; use of another supplier would result in incompatibility with existing conditions; require considerable training, time and money to evaluate; the goods or services are being used in ongoing long-term projects; and/or the product/service offered is at a substantial discount below current market conditions and price structures (attach documentation detailing the cost benefits to the University).

EXPLANATION/JUSTIFICATION:

Preparer: ___________________________ Date: ___________________________
Department Name: ___________________________
Cost: ___________________________
Vendor: ___________________________

Purchasing Use: ___________________________
Purchase Order: ___________________________
Order Processed by: ___________________________
Date: ___________________________

Request: ☐ Approved ☐ Disapproved

Vice President for Fiscal Affairs/President: ___________________________
Date: ___________________________

Revised Date: December 18, 2015