



**COMPETITIVE BIDDING WAIVER FORM**

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 purchase, commodity or aggregate within a 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 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.

**COOPERATIVE PURCHASING:** The University may utilize Cooperative Purchasing Agreement in lieu of soliciting public Bids or Request for Proposal that is publically bid by any public agency to include State’s, Counties, Local Municipalities, Colleges or Universities or any agency that solicits Bids and RFPs for a Government Agency. Cooperative Purchasing contract number should be listed on the quote. Purchasing will provide a copy of the vendor’s award letter to be attached to the requisition.

Vendor: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

EXPLANATION/JUSTIFICATION:

Date: \_\_\_\_\_ Requester: \_\_\_\_\_ Department Name: \_\_\_\_\_

Request:  Approved  Disapproved

Director of Purchasing \_\_\_\_\_