

Request For Waiver of Competitive Bidding

In accordance with college policy, competitive bids must be obtained for all purchases of goods or services in excess of \$25,000. The vice president for Finance and Administration, however, may waive competition and approve waiver requests when justified.

The requestor must complete this waiver form, obtain approval from his/her department chair or vice-president. If the requestor's dept. chair or vice president does not approve, the requestor must obtain competitive bids.

Check the applicable category and provide justification for your request.

___ **SOLE SOURCE:** There is no other vendor that provides the required goods or services. Sole source requests must include a statement from the vendor indicating their quoted price is certified to be equal to the pricing given to the supplier's most favored customer or to other governmental agencies.

___ **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 to daily operations.

___ **ECONOMIC:** 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 (provide documentation detailing the cost benefits to the college).

EXPLANATION/JUSTIFICATION:

Department name: _____ Department requestor: _____

Date: _____ Fund: _____ Cost: _____

Vendor: _____

Requestor's Signature: _____

Recommend for approval (Dept. Chair or Vice President): _____

Date: _____

Recommend/Disapprove: (Vice President for Finance and Administration) _____

Date: _____