

Request for Waiver of Competitive Bidding

When justified, the Purchasing Department has the authority to waive competitive bidding for departments seeking to purchase or lease any equipment, material and/or supplies when the cost is \$25,000 or greater or for the procurement of services when the cost is \$50,000 or greater. The basis for granting waivers of competitive bidding are listed below. Check the applicable category and provide written justification for each request. If required, attach documentation from vendor. The budget administrator must then sign and date this form and forward to the Purchasing Department for prior approval. Purchasing will then forward to the Vice President for Finance and Administration for approval, or in the absence of the VPFA, to the University's President.

- SOLE SOURCE:** Indicates there is not another vendor that provides the required goods or services. Sole Source requests must include a statement from the vendor on company letterhead indicating that the goods/services are only manufactured/supplied by their company and the quoted price is certified to be equal to the pricing given to supplier's most favored customers or other government 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 as determined by the President, VPFA, or his/her designee.

- ECONOMIC:** When the University Division or Department has equipment or other goods and services from an existing vendor wherein it would be too costly to change vendors, then a case (description(s) of the excess costs and/or conditions to change) would need to accompany this waiver.

Date: _____

Requisitioning Department: _____

Supplier: _____

DCC/Project/Grant: _____

Cost: _____

Requisition Number: _____

Budget Administrator Name: _____
Please type/print

Budget Administrator Signature: _____

Date _____

Authorized Purchasing Signature: _____

Date _____

Vice President for Finance and Administration Signature: _____

Date _____

President Signature: (in the absence of the VPFA): _____

Date _____