Shawnee State University

Request for Waiver of Competitive Bidding

The University procures goods & services competitively whenever practicable. The Director of Purchasing may waive competition and approve waiver requests when justified.

This form must accompany a requisition when seeking to purchase goods or services in excess of the bid limit of $25,000 per supplier per fiscal year per fund (contract suppliers are exempted). Rationale for requesting waiver of competitive bidding is listed below. <u>Check the applicable category and provide written justification for your request.</u> Remember to sign and date the form.

☐ **SOLE SOURCE:** There is not another company that provides the required goods or services. Sole source requests must include a statement from the supplier indicating their quoted price is certified to be equal to the pricing given to supplier's most favored customer or 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 for 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 University).

Please type or print justification; attach additional sheets as necessary.

SERVICE(S) OR GOODS REQUESTED BY:

Dept. Name: _____   Requisitioner: _____

Date: _____   Fund: _____

Cost: _____   Vendor: _____

Recommend for approval: _____   Date: _____
<p style="text-align:center">Department Chair or Administrative Head</p>

PURCHASING USE ONLY

Pursuant to the Policy on Purchasing adopted by the Board of Trustees on February 11, 2005   the Director of Purchasing may authorize, without competitive bidding, the above item(s) or service(s):

❑ Approved   ❑ Disapproved

Signature: _____   Date: _____
<p style="text-align:center">Director of Purchasing</p>