Request For Waiver of Competitive Bidding

In accordance with University Policy, any sole source, or sole acceptable source/brand product or service in excess of $10,000, that is not covered by New York State Contract, or existing University contract or agreement (i.e. E&I contracts) must be accompanied by an original written quotation from the vendor and a written explanation/justification from the requestor.

The University procure goods & services competitively whenever practicable. The Director of Purchasing/Designee 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 $10,000. Check the applicable category and provide justification for your request. Remember to sign and date this form.

___ SOLE SOURCE: There is not another company that provides the required goods or services. Sole source requests must include a statement from 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).

EXPLANATION/JUSTIFICATION:

Department Name: ___________________ Department Requisitioner: ___________________

Date: ________________ Fund: ______________________ Cost: __________

Vendor: _________________________ Initiator Signature: ___________________

Recommend for approval (dept. chair or admin. head): _______________________

Date: ___________________

Recommended/Disapproved: (Director of Purchasing) _______________________

Date: ___________________

PURCHASING USE ONLY

The Director of Purchasing may authorize without competitive bidding the above item(s) or service(s):

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