

Request for Waiver of Competitive Bidding

In accordance with Colgate University Purchasing Policy and Procedures, any single source, sole source, or sole acceptable source / brand product or service in excess of \$10,000 (annually) that is not covered by: 1) New York State contract, 2) existing University contract, or 3) consortium agreement (i.e. E&I, NJPA, US Communities, Sourcewell) must be accompanied by an original written quotation from the vendor and a written explanation / justification from the requestor.

Colgate University procures 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 (annually). Check the applicable category and provide justification for your request. **Please complete all fields above the starred line and return to purchasing@colgate.edu along with any quotes and / or supporting documentation.**

☐ **SINGLE SOURCE:** There is not another company that provides the required goods or services. Single source requests must include a statement from requestor describing why the quoted price is price reasonable in lieu of getting another quote.

☐ **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 / SINGLE SOURCE:** 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 Submitted: _____ Fund: _____ Estimated Annual Cost: _____

Vendor: _____

***** PURCHASING USE ONLY BELOW THIS LINE *****

Note - I certify that I have reviewed and considered qualified sources to meet Colgate University's [economic inclusion and sustainable purchasing policy](#).

Initiator Signature: _____ Date: _____

Recommended/Disapproved: (Department Head or Budget Financial Manager)

Date: _____

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

Recommended/Disapproved: (Director of Purchasing signature)

Date: _____

Recommended/Disapproved: (Controller or Colgate signatory authority designee)

Date: _____

COMMENTS: