

***Competitive Bid Compliance***

The procurement policy requires competitive bids for all purchases of goods or services as follows:

- Purchases between \$10,000-\$24,999 – informal bids/quotes (phone bids/quotes are acceptable)
- Purchases \$25,000 or more – formal written bids

At least TWO bids must be obtained before selecting a vendor. The requester must complete this form and attach it to the purchase request (POATTACH INTERNAL) along with bid documentation.

Description of Product/Service:

	Name	Address	Email/Phone/Fax	Bid Amount
Vendor #1				
Vendor #2				
Vendor #3				

If the low bidder is not selected, please provide a justification for vendor selection here:

***Request for Waiver of Competitive Bidding***

\_\_\_ SOLE or SINGLE SOURCE: there is not another company that provides the required goods or services. Department should provide additional supporting documentation to demonstrate single or sole source.

\_\_\_ 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. Describe the nature of the emergency.

\_\_\_ 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.

REQUESTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_