DEPARTMENT OF PURCHASING

250 S. Forge St, Akron, Ohio 44325-9001
purchasing@uakron.edu

Request for Waiver of Competitive Bidding

All purchases more than $500,000 shall not be waived from competitive bidding under any circumstances. These purchases must be approved by the Board of Trustees before the purchase is made.

Is your purchase over $500,000? ◯ Yes ◯ No

If no, continue. If yes, submit a proposal to the Board of Trustees for pre-approval.

The Rule

All purchases of a service over $100,000 and materials over $75,000 must be competitively bid pursuant to board rule 3359-3-07.

Is your service purchase over $100,000? ◯ Yes ◯ No

Is your material purchase over $75,000? ◯ Yes ◯ No

If no, procure 3 quotes and discuss with Purchasing. If yes, continue.

Exceptions to the Rule

Exceptional circumstances which warrant the waiver of competitive bidding include, but are not limited to emergencies, temporary professional, technical and specialized services or equipment, materials, supplies, or services can be purchased only from a single supplier ("sole source.")

Is the supplier, product, or service identified by name, statement of work, and dollar amount in the grant/contract? ◯ Yes ◯ No

If no, continue. If yes, attach grant documentation on page 2.

Criteria for Waiver

Does your purchase meet any exceptional circumstances? Yes No

If no, please contact Purchasing to start a formal bid.If yes, add details on page 2 and continue.

If you feel your purchase is a Sole Source, please check all that apply:

- ☐ Must match existing equipment
- ☐ No other known item meets the specifications
- ☐ Only known manufacturer
- ☐ Only known distributor
- ☐ Only source for service

Date:

Total Cost:

Requestor Name:

Department Head Approval

Signature: Director of Purchasing

Signature: General Council Initials:

Request for Waiver of Competitive Bidding

Page 2 – Grant Documentation / Exceptional Circumstances

Use the fields below to provide grant documentation details and/or explain the exceptional circumstances.