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|  | **DEPARTMENT OF PURCHASING**100 Lincoln StreetAkron, Ohio 44325-9001purchasing@uakron.edu |

**Request for Waiver of Competitive Bidding**

All purchases of 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 a 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 that are 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 or specific product/service identified by name, statement of work and dollar amount in a sponsored grant or contract? Yes \_\_\_ No \_\_\_

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

**Criteria for Waiver**

Does your purchase meet any of the above-mentioned exceptional circumstances? Yes \_\_\_\_ No \_\_\_\_

If no, contact Purchasing to start a formal bid. If yes, add details to what the exceptional circumstances are 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: \_\_\_\_\_\_\_\_

**Exception to the Rule Detail Page:**

**Grant Documentation or Exceptional Circumstance Details Below:**