

COLUMBUS STATE

COMMUNITY COLLEGE

Waiver of Competitive Bidding Purchasing Office

The College requires goods and services to be competitively bid when it serves the college's best interest. Current purchasing procedures (9-03 H) states that the purchasing department has the authority to approve waiver of competitive bidding.

This document must supplement a requisition when seeking to purchase goods or services in excess of the \$25,000 for goods and \$50,000 for services bid limit. Check the applicable rationale category and provide justification for your request.

Complete Sections 1 and 2:

SECTION 1 – Rationale for requesting Waiver of Competitive Bidding. Please check the appropriate box that explains your reason(s) for the bid waiver then record the explanation/justification for the selection below.

Sole Source – Goods or service can't be purchased from any other supplier

Single Source – More than one supplier could provide the goods or service but one supplier was selected for economic reasons. Single source suppliers are used in situations where using a different supplier would result in incompatibility with existing goods or services; and/or require considerable training, time and expense; the total cost of ownership is less than purchasing the goods from the low bidder.

Emergency – 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.

Grant Designated Vendor and Goods- The vendor and goods/services requested were specified in the proposal and listed in the award agreement. *Attach relevant page(s) of the grant proposal.*

Explanation/Justification for Sole Source, Single Source or Emergency or indicate Grant and awarding agency:

SECTION 2 - Departmental Approvals

Beginning Date
Of Waiver Request

End Date
Of Waiver Request

Vendor

Waiver
Amount \$

Colleague
Requisition #

Project I.D. #

Department

Initiator Name
(If Applicable)

Initiator Signature

Approver Name
*(For Grants Only)**

Approver Signature

*PI Approver Name

*PI Approver Signature

SECTION 3 – (Purchasing Use Only)

Purchasing Approval:

Date:

Forward completed form to Procurement Office or email to purchasing@csc.edu