



# Stockbridge-Munsee Community

## Request for Waiver of Competitive Bidding

*The Stockbridge-Munsee Community requires goods and services in excess of \$5,000 to be competitively bid. Preferably, this form should be completed and forwarded with a Department's purchase requisition. At times when this form cannot accompany the requisition, it is important that the requester return the form to the Purchasing Department as quickly as possible.*

Please check reason for waiver request appropriately:

- Three Sources not commercially available
- Alternative providers cannot meet the required product or service specification
- Emergency need not allowing time for bidding
- Preexisting contract can be used cost effectively

Requesting Department: \_\_\_\_\_

Product/Service: \_\_\_\_\_ Cost: \_\_\_\_\_

Requested Vendor: \_\_\_\_\_

Requisition Number: \_\_\_\_\_

Estimated Date of purchase: \_\_\_\_\_

Detailed Justification: *Attach support documentation if applicable.*

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*Approvals for waiver of competitive bidding are valid for 90 days following final signature.*

### Approvals:

Requester: \_\_\_\_\_ Date: \_\_\_\_\_

Department Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Level: \_\_\_\_\_ Date: \_\_\_\_\_

Purchasing Manager: \_\_\_\_\_ Date: \_\_\_\_\_