A waiver is an “exception” to the bid process.

There are three types of waivers:
1) Sole Source
2) Emergency
3) Economic

**Waiver Process**

Step 1: Contact Purchasing with questions

Step 2: Attach an explanation / documentation for the waiver

Note: Sole Source requests must include a statement from the supplier clarifying their quoted price is certified to be equal to the pricing given to the supplier’s most favored customer or other governmental agencies.

Step 3: Print a hard copy of the approved requisition

Note: Addendum to waiver and change order requisition, are required to amend an existing purchase order / waiver.

Step 4: Complete a Waiver of Competitive Bidding form

Note: A completed Declaration of Material Assistance (DMA) form is required for requests of $100K or more.

Step 5: Submit completed document package to Purchasing for consideration.