

## Service Competition Waiver Form

(SCC 3.04.203)

|                      |  |                           |
|----------------------|--|---------------------------|
| Requestor:           | Department/Office:   | Date:                     |
| Proposed Supplier:   | Proposed Contract Term:<br><div style="text-align: center;">to</div> | Proposed Annual Amount:   |
| Service Description: |  | Proposed Total Amount:    |
|                      |  | Bid/RFP #, if applicable: |

Services described in the table below may be waived from competitive requirements per Purchasing Policy POL-1733.

- After the department, office, or agency head recommends approval, the waiver must be routed for final approval by the county executive or designee as described in SCC 3.04.203.
- Services other than those routine in nature require approval of this waiver prior to contracting.
- Executive approval is required for contracts from \$10,000 to \$50,000.
- Council approval is required for contracts that exceed \$50,000.
- A purchase order is required for all service contracts.
- When submitting purchase requisition, please attach executed copies of both the contract and waiver form.

Indicate the waiver requested below by checking the box to the left.

|   |  |  |
|---|--|--|
| a |  | Advertising for hiring or promoting County projects or services, including billboards, buses, radio, local sports, television, and on-line (does not include legal notices that are required to be competed by RCW).   |
| b |  | Freight and shipping costs, delivery services, legal messengers and couriers, international customs fees, and industry specific surcharges or other temporary fees.  |
| c |  | Existing services that have been previously competed by the County may be extended for the duration of the use of the service as described in the scope of the original competition; maintenance fees or other ongoing support service for assets that were competed and awarded when purchased. |
| d |  | Subscriptions, dues, memberships, professional accreditation, and certificates from industry specific professional and trade organizations.  |
| e |  | Consultant services requested by the Executive Office that require expertise and that require the generation of a report and recommendation.   |
| f |  | Economic development consulting services.  |

**Only specific services described above may be waived from competition using this form.**

|   |                    |
|---|--------------------|
| <b>Department, office, or agency head</b><br><i>I hereby recommend approval and certify that the services requested exactly meets one or more of the waivers described above.</i> | Digital Signature: |
| <b>Executive or designee</b>  | Digital Signature: |