

Purchase Competition Waiver Form

(SCC 3.04.160)

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

Purchases described in the table below may be waived from competitive requirements per Purchasing Policy POL-1732-01.

- 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 3.04.160.
- Purchases other than those routine in nature require approval of this waiver prior to contracting.
- Executive approval is required for purchases from \$10,000 to \$500,000, approval may be delegated by executive order.
- Council approval is required for purchases that exceed \$500,000.
- A purchase order is required for all purchases over \$5,000.
- When submitting a purchase requisition, please attach copies of both the invoice and approved waiver form.

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

	a	Materials and labor to repair or restore any county motor vehicle, trailer, or other equipment to an operable or usable condition.
	b	Materials or labor required to prevent imminent and material injury or damage to the public or property of the county.
Only purchases made under the specific conditions described above may be waived from competition using this form.		
Department, office, or agency head <i>I hereby recommend approval and certify that the purchase requested exactly meets one or more of the waivers described above.</i>		Digital Signature:
Executive or designee		Digital Signature: