

## Purchase Competition Waiver Form

(SCC 3.04.160)

|                    |  |                           |
|--------------------|--|---------------------------|
| Requestor:         | Department/Office:   | Date:                     |
| Proposed Supplier: | Proposed Contract Term:<br><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.             |
| <b>Only purchases made under the specific conditions described above may be waived from competition using this form.</b>  |   |  |
| <b>Department, office, or agency head</b><br><i>I hereby recommend approval and certify that the purchase requested exactly meets one or more of the waivers described above.</i> |   | Digital Signature:   |
| <b>Executive or designee</b>  |   | Digital Signature:   |