

# Service Contract Competition Waiver Form

(SCC 3.04.203)

Requestor: \_\_\_\_\_

Department/Office: \_\_\_\_\_

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

Proposed Supplier: \_\_\_\_\_

Proposed Contract Term: \_\_\_\_\_

Proposed Annual Amount: \_\_\_\_\_

Service Description: \_\_\_\_\_

Proposed Total Amount: \_\_\_\_\_

\_\_\_\_\_  
Bid/RFP #, if applicable

The services described below are waived from competition requirements per Purchasing Policy POL-1733-01.

- Executive approval is required for contracts up to and including \$50,000.
- Council approval is required for contracts that exceed \$50,000.
- A purchase order is required for all service contracts.
- After the department or office head approves the waiver it must be attached to the Legistar entry that goes to the Executive Director. The Executive Director's approval of the Legistar entry is the express approval of the waiver as described in SCC 3.04.203. When submitting purchase requisition, please attach copy of contract and copy of this form to the purchase requisition.

*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). (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 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.**

**Department, division, office, or agency head**  
*I certify that the services requested exactly meets one or more of the waivers described above.*

Digital Signature: \_\_\_\_\_