Request for Waiver of Competitive Bidding

The Stockbridge-Munsee Community requires goods and services in excess of $5,000 to be competitively bid. Preferably, this form should be completed and forwarded with a Department’s purchase requisition. At times when this form cannot accompany the requisition, it is important that the requester return the form to the Purchasing Department as quickly as possible.

Please check reason for waiver request appropriately:

☐ Three Sources not commercially available
☐ Alternative providers cannot meet the required product or service specification
☐ Emergency need not allowing time for bidding
☐ Preexisting contract can be used cost effectively

Requesting Department: ____________________________________________________________

Product/Service: _____________________________________________ Cost: __________

Requested Vendor: ______________________________________________________________

Requisition Number: _____________________________________________________________

Estimated Date of purchase: ___________________________________________________________________

Detailed Justification: Attach support documentation if applicable.

Approvals for waiver of competitive bidding are valid for 90 days following final signature.

Approvals:

Requester: ___________________________ Date: __________

Department Manager: ___________________________ Date: __________

Executive Level: ___________________________ Date: __________

Purchasing Manager: ___________________________ Date: __________

PD - FORM 3 REQUEST FOR WAIVER OF COMPETITIVE BIDDING