

COMPETITIVE BIDDING EXCEPTION FORM
(Procurement of \$5,000.00 and Above)

Instructions: Briefly describe the items or services requested and list in detail the reasons for requesting the Competitive Bidding Exception designation. Include substantiating data such as: companies contacted and the reason for elimination, technical data, etc. Since this is a request to depart from the mandated procedure for competition, request without support cannot be considered. The buyer may require additional information, and the Purchasing Department remains the final authority in the determination of a Competitive Bidding Exception acquisition.

ITEMS/SERVICES DESCRIPTION:

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Prototype (test purposes) | <input type="checkbox"/> Donor Specific | <input type="checkbox"/> Proprietary Items(s) | <input type="checkbox"/> Only Approved Source |
| <input type="checkbox"/> Supplier Qualifications | <input type="checkbox"/> Standardization | <input type="checkbox"/> Professional Expertise | <input type="checkbox"/> Grant Specific |
| <input type="checkbox"/> Follow-Up Work | <input type="checkbox"/> Gov't.Contract(s) | <input type="checkbox"/> Used Equipment | <input type="checkbox"/> Compatibility |
| <input type="checkbox"/> Only Known Source** | <input type="checkbox"/> Other | | |

REASON(S) FOR REQUESTING A COMPETITIVE BIDDING EXCEPTION:

a) List the other makes, models, and suppliers you considered and why they were rejected.

b) What adverse effects would result from the use of other equipment, supplies or Services?

c) Attach the following: 1) Vendor's published price list showing the items requested, and/or 2) Written quote.

FOR THE REASONS STATED HEREIN, I BELIEVE THAT _____
is the only supplier or source acceptable to furnish the requested goods or service.

_____ Signature	_____ Requestor, Name, Title and Date
--------------------	--

** Buyer to look for additional source.

FOR PURCHASING DEPARTMENT

- Accepted
 Returned to Department
 Rejected

BUYER'S JUSTIFICATION:

_____ Buyer's Signature	_____ Director of Purchasing
----------------------------	---------------------------------

_____ Printed Name and Title	_____ Date	_____ Printed Name & Title	_____ Date
---------------------------------	---------------	-------------------------------	---------------