

WPUNJ Purchasing Department Bid Waiver Request

WPUNJ Purchasing Policy requires three competitive quotations be obtained for purchase values from \$6,000 to \$33,299, unless the purchase is covered under one of the following contracts: University, State, GSA or cooperative. Waiver requests for purchases of \$33,300 and above require a Board of Trustees waiver of the public advertised bidding requirement. Please contact Purchasing for additional information.

Complete this form to request that the competitive bidding process be waived by the Purchasing Department. Enter the requisition and e-mail this completed form to the Purchasing Department at purchasing@wpunj.edu.

Please Note: All vendors must comply with: A) Business Registration Certificate requirement (BRC) and if the purchase is \$17,500 or more, B) Equal Employment Opportunity verification, and 3) PL 2005 Chapter 51 "political contributions" disclosure.

Requisition No: _____ **Vendor Name:** _____ **Amount:** _____

Description of Purchase: _____

Justification for Waiver (Select One):

Sole Source (Attach Letter from Vendor) Membership, Subscription, Licensing Agreement

Equipment Standardization - Explain: _____

Health or Safety Emergency - Explain: _____

Other - Explain: _____

Requestor Name and Signature: _____

TO BE COMPLETED BY PURCHASING DEPARTMENT:		
Approved by:	Date:	PO #:
BRC:	EEO:	Chapter 51 (\$17,500 or above):