

**CENTRAL OHIO TECHNICAL COLLEGE  
REQUEST FOR WAIVER OF COMPETITIVE BIDDING**

COTC procures goods and services competitively whenever practicable. Competition may be waived only when justified. This form must accompany a requisition when seeking to purchase goods of \$20,000 or more per supplier per fiscal year or services of \$30,000 or more per supplier per fiscal year (contract suppliers are exempted). Rationales for granting waivers of competitive bidding are listed below. Check the applicable category and provide justification for your request. Remember to sign and date the form.

Requestor (Name & Department): \_\_\_\_\_

Goods or Service(s) requested: \_\_\_\_\_

Selected Vendor: \_\_\_\_\_ Total Cost: \$ \_\_\_\_\_

**SOLE SOURCE:** Goods or services are only attainable from specific vendor. Examples include: (a) Goods or services to be acquired are unique to a vendor, (b) data is unavailable for competitive procurement, (c) item must be acquired from specific source to be compatible and interchangeable with existing equipment.

**EMERGENCY:** The goods or services are needed to correct or prevent an emergency health, environmental or safety hazard; special or time sensitive events; and/or emergency repair or replacement of existing equipment essential for daily operations.

**ECONOMIC:** The purchase will relieve the College of potential additional expenses that would result from NOT making the purchase; use of another supplier would result in incompatibility with existing conditions or require considerable training, time and money to evaluate; the goods or services are being used in ongoing long-term projects; and/or the product/service offered is at a substantial discount below current market conditions and price structures (provide documentation detailing the cost benefits).

**OTHER:** \_\_\_\_\_

**EXPLANATION/JUSTIFICATION (REQUIRED):** Type or print and attach additional sheets as necessary.

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requestor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Purchasing & Auxiliary Services Mgr. \_\_\_\_\_ Date: \_\_\_\_\_  
Kimberley Sibert

VP for Business & Finance \_\_\_\_\_ Date: \_\_\_\_\_  
David H. Brillhart

President \_\_\_\_\_ Date: \_\_\_\_\_  
Dr. John Berry