



Waiver # BE \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

To: Ryan Fealey, Director of Finance

Attached, hereto, is requisition number(s) \_\_\_\_\_ dated \_\_\_\_\_, for the following reasons. It is requested that the purchasing agent certify the request in accordance with Stamford Code, Article II – Purchasing, Section 23-18.3. Waivers of competitive bid process or competitive proposal process.

- A. Critical Emergency purchases... *(please circle appropriate reason)*
  1. Critical emergency purchases, as defined in the purchasing ordinance, may be made by waiving the competitive bid or proposal process. Emergency procurement shall be limited to those supplies, services or construction items necessary to meet the emergency. Said purchases shall be authorized by the appropriate department head or designee with the written consent of the Purchasing Agent or the Director of Finance if the Purchasing Agent is unavailable.
  2. Written certification of the emergency and the reason for the selection of the particular supplier, signed by the department head or designee, shall be submitted to the Purchasing Agent and the Director of Finance within five (5) working days of the authorization of the waiver and shall be made a part of the purchase file.
  3. Notification of all such emergency purchases shall be made to the Board of Education within one (1) month of authorization.
- B. Other purchases made by a waiver of bid or proposal process... *(please circle appropriate reason)*
  1. Purchases of goods or services, other than critical emergency purchases, may be made by waiving the bid or proposal process for the following reasons:
    - a. Only one (1) reasonable or qualified source can be identified. This shall include situations where only one (1) vendor or provider is manufacturer authorized or certified or where parts are available only through a single distributorship.
    - b. A special source, including but not limited to a sale, purchasing plan, government discount or trade-in allowance, will provide a lower cost than that which would result from a bid process.
    - c. Time is a critical factor.
    - d. A bid or proposal process would result in substantially higher costs to the city or inefficient use of personnel or cause disruption to city operations.
    - e. Prices of goods or services are federal or state regulated.
  2. Such purchases shall require the written certification of the reason for the waiver, signed by the department head, and the written approval of the Purchasing Agent, the Director of Finance and the Board of Education Fiscal Chairperson. Purchases over one hundred thousand dollars (\$100,000.) shall require the approval of the Board of Education.

The undersigned certifies that the funding for this request has been duly appropriated.

\_\_\_\_\_  
Vendor(S) Name

Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signatures:**

\_\_\_\_\_  
Requested By

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vivens Joachim, Mgmt Analyst/Purchasing Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Grants and Funded Programs *(if grant funded)*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ryan Fealey, Director of Finance

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Date