

**Berea College - Purchasing Department  
Request for Competitive Bid Waiver**

In accordance with Berea College purchasing policy, this form must be completed for product and service requisitions with a value greater than \$1000 where competition may be restricted. Completing this form does not guarantee that the proposed supplier will be selected. The Purchasing Department may require additional information. It is the responsibility of the requestor to provide all the required information and documentation indicated on the form.

**PARTS I, II and III must be fully completed by the requestor.**

**PART I: Ordering Department/Supplier Information**

Department Name:	Supplier Name:
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**PART II.A: Single/Sole Source Explanation**

Select one or more of the following statements (check the box) to support why the requisition attached and noted above should be a single/sole source purchase. ANY selection requires explanation in the additional space provided.

<b>Sourcing Reason:</b> (Check all that apply; at least one item must be checked)	<input type="checkbox"/> Items sold through manufacturer only; no other comparable unit available. <input type="checkbox"/> Used or demonstration equipment available at a lower-than-new cost. <input type="checkbox"/> Must match existing piece of equipment. Available only from the same source of original equipment. <input type="checkbox"/> Upgrade to existing software. Available only from the producer of this software who sells on a direct basis only. <input type="checkbox"/> Repair/Maintenance service requires expertise in operations on unit. Necessary parts unavailable from any source except original equipment manufacturer or their designated servicing dealer. <input type="checkbox"/> Service(s) provided by the supplier are unique and therefore competitive bids are not applicable. <input type="checkbox"/> Emergency (necessity of keeping vital equipment operative or preventing substantial economic loss or interruption of a vital service.) <input type="checkbox"/> Other reason.
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**Explain Selected Reason:** (Required for all items checked above. Clarify why the supplier is the ONLY supplier that will meet your requirements. If more space is required, attach additional pages.)

