

LARIMER COUNTY PURCHASING WAIVER REQUEST FORM

1	Type of Waiver being Requested <small>(see reverse for information on waiver type and instructions to complete this form)</small>		
	Quote Waiver (\$5,000.01 - \$50,000) <input type="checkbox"/> <i>Email completed form and supporting documentation to Purchasing Director</i>	Bid Waiver (\$50,000.01+) <input type="checkbox"/> <i>Email completed form and supporting documentation to County Manager</i>	Sole Source (any dollar amount) <input type="checkbox"/> <i>Only <u>one (1)</u> vendor is able to provide the good/service. Email completed form and supporting documentation to County Manager</i>
2	Requester Name: Title: _____ Dept: _____		
3	Description of the Goods/Services being requested: _____		
4	Vendor Name: _____ Dollar amount of this Request: \$ _____		
5	County Funding Source, if one: Fund: _____ Org: _____ Project: _____	Funded by: (attach any paperwork related to funding) Grant <input type="checkbox"/> State Funds <input type="checkbox"/> Federal Funds <input type="checkbox"/>	
6	Reasons the Purchasing process should be waived and this request granted: _____ _____ _____		
7	Documents that should be attached: -Vendor's pricing document (quote / proposal) including clear scope of work with dollar amount -Any other supporting documentation		
8	<i>DEPARTMENT / DIVISION HEAD APPROVAL</i>		
	Department/Division Head Name: <small>(please print)</small>	_____	
	Department/Division Head Approval of Request:	_____ Signature – (can sign via Adobe Digital ID – click in signature box to set up this ID, unique to you)	
	Date:	_____	
9	If approved by the County Manager or the Purchasing Director, that approval email, this Waiver Request Form, and all documentation, must be attached to your Requisition for a PO.		

IF WAIVER APPROVED

PRIOR TO ANY WORK BEGINNING OR MEETINGS HELD WITH THE VENDOR ON-SITE, THE FOLLOWING MUST BE COMPLETED OR YOU PLACE THE COUNTY AT RISK:

- 1) Vendor insurance must be approved by the Risk Management dept., and
- 2) Contract must be executed, and/or
- 3) Purchase order must be cut

INSTRUCTIONS

1	<u>Waiver Definitions</u>
<p><u>Quote Waiver</u></p> <p><i>Purchases between \$5,000.01 - \$50,000</i></p>	<p>A waiver of the quotation (informal) process (\$5,000.01 - \$50,000, three (3) quotes), which may be requested by the customer department <u>when they have compelling reasons</u>. Such a request must be requested in writing (email) of the Purchasing Director, and must include all details of the requested purchase, including a scope of work / pricing document (quotation, proposal) from the vendor for which the waiver is sought, and a thorough fact-based explanation as to why the Purchasing Director should consider waiving the informal solicitation process. If approval is obtained, both the customer department's written request (Purchasing Waiver Request Form, including any referenced documents) and the Purchasing Director's approval must be attached to the Requisition for a Purchase Order.</p>
<p><u>Bid Waiver</u></p> <p><i>Purchases above \$50,000</i></p>	<p>A waiver of the formal solicitation process (\$50,000.01 or greater, Bids and RFPs) which may be requested by the customer department <u>when they have compelling reasons</u>. Such a request must be requested in writing (email) of the County Manager, and must include all details of the requested purchase, including a scope of work / pricing document (quotation, proposal) from the vendor for which a waiver is sought, and a thorough fact-based explanation as to why the County Manager should consider waiving the formal solicitation process. If approval is obtained, both the customer department's written request (Purchasing Waiver Request Form, including any referenced documents) and the County Manager's approval must be attached to the Requisition for a Purchase Order.</p>
<p><u>Sole Source</u></p> <p><i>\$5,000.01+</i></p>	<p>A waiver of the informal or formal solicitation process (\$5,000.01+, quotes, bids and RFPs) in the form of a Sole Source may be requested by the customer department <u>when there is only one vendor able to provide the good or service</u>. Such a request must be requested of the County Manager, in writing, and must include all details of the requested purchase, including a scope of work / pricing document (quotation, proposal) from the vendor for which a Sole Source is sought, documentation of Sole Source justification including a thorough explanation and documentation detailing the nature and proof of the Sole Source. If approval is obtained, both the customer department's written request (including any referenced documents) and the County Manager's approval must be attached to the Requisition for a Purchase Order.</p>
2	The Larimer County employee requesting this Waiver, and to whom questions should be directed
3	Thorough description of the goods or services
4	Name of vendor you wish to make this purchase from, if any. Dollar amount of requested purchase.
5	Provide accounting string, if known. Indicate if funding is via a Grant, State Funding, or Federal Funding
6	Provide your clear, fact-based reasons as to why this request should be granted. This should include your review of competing goods/services and why they are not sufficient.
7	Attach documents to make your case. Vendor's pricing document, any funding documents (grant?), information about other vendors not selected.
8	The Department or Division Head shall sign this as their approval of this request.
9	If approved by the County Manager or the Purchasing Director, that approval email, this Waiver Request Form, and all documentation, must be attached to your Requisition for a PO.

Note: It is in Larimer County's best interest to complete the Purchasing process, and many waivers are not granted.