

REQUEST FOR QUALIFIED PURCHASE (waiver of competitive process)

******* THIS SECTION FOR PURCHASING AND CAO ONLY*******

FILE NUMBER (assigned by Purchasing only): _____

RECOMMENDED: _____ **DENIED:** _____ (SIGNED/DATED PURCHASING AGENT)
(a denial requires a written explanation)

APPROVED: _____ **DENIED:** _____ SIGNED/DATED CAO

COMPLETE EACH SECTION BELOW & THE JUSTIFICATION MEMO ATTACHED.
THEN SUBMIT FOR APPROVAL BEFORE CREATING A REQUISITION.

REMINDER: Purchases made from state or cooperative bids do not require this form.

PURCHASE INFORMATION

PROPOSED VENDOR & ITEM(S) TO PURCHASE: _____

ESTIMATED AMOUNT (attach quote or applicable backup) \$ _____

PRIOR QP NUMBER: (N/A if not applicable. Any existing agreement/contract must also be provided) _____

REASON FOR WAIVER REQUEST

SOLE SOURCE (the only vendor that exists. Sole Source letter required)

SINGLE/SPECIAL SOURCE (only one unique vendor, among many)

TIME CRITICAL (explain why this could not have been reasonably anticipated in the ADDITIONAL INFORMATION section of memo)

REQUIRED to come immediately into compliance with federal, state or local laws or codes

NECESSARY to avoid complete loss of funds made available by non-city public or private funding sources

INTEGRITY AFFIDAVIT

EVERY CONTRACTING OFFICER THAT IS REQUESTING A QUALIFIED PURCHASE PURSUANT TO THE CITY'S PURCHASING ORDINANCE (**Section 3.08.070, as amended**), MUST FULLY AND ACCURATELY COMPLETE AND ATTEST TO THIS SECTION.

Name of Contracting Officer: _____

Contracting Officer's email address: _____

Department: _____ **Title:** _____ **Phone Number: x** _____

The undersigned hereby attests that the following statements are true, correct, and complete, to the best of his/her knowledge and belief, and that the City of Bridgeport is entitled to rely thereon:

Yes No

- a) I have a personal or business relationship with the vendor or contractor being selected.
(If yes, attach detailed explanation)
(If yes, Purchasing will contact the Office of City Attorney for a conflict analysis)
- b) I have made all reasonable attempts to ensure that this procurement is in the best interest of the City

(Signature -Contracting Officer/Manager) Dated: _____

(Signature -Department Head or BOE Authorized Personnel) Dated: _____

BE ADVISED: It is your responsibility to ensure that the City is protected with regard to bonding, insurance, and state and federal wage requirements as the established purchasing ordinance is being waived in this instance.

PLEASE NOTE:

QUALIFIED PURCHASES OVER \$25,000 REQUIRE A CONTRACT, PER SECTION K OF 3.08.070
PLEASE CHECK WITH THE CITY ATTORNEY'S OFFICE, AFTER QP APPROVAL, BUT PRIOR TO
EMCUMBERING FUNDS.

IF THERE IS A PROPOSED VENDOR CONTRACT, SUBMIT AN UNSIGNED COPY AS PART OF YOUR
QUALIFIED PURCHASE REQUEST.

REQUEST FOR QUALIFIED PURCHASE JUSTIFICATION MEMO

TO: Purchasing Agent

SIGNED (Contracting Officer):

DATE:

- WHAT IS BEING PURCHASED AND WHY IS A QUALIFIED PURCHASE NECESSARY?
(provide supporting documents):
- IF PURCHASE IS ESTIMATED TO BE **LESS** THAN \$25,000.00, EXPLAIN WHY THE INFORMAL QUOTE PROCESS IS NOT BEING UTILIZED
- IF PURCHASE IS ESTIMATED TO BE **MORE** THAN \$25,000.00, WHY CAN'T THIS GO OUT TO BID? (without valid justification, you may be required to go out to bid)
- WHAT BUDGET IS APPROVED FOR THESE REQUESTED GOODS OR SERVICES?
Choose corresponding budget option listed below:

Operating	Capital	Grant
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(provide any additional necessary information below):
- **NOTE:** IF GRANT FUNDED, COPIES OF THE PAGES OF THE GRANT WHICH CONTAIN THE TERMS AND PURCHASING REQUIREMENTS OF THE GRANT MUST BE PROVIDED.

ADDITIONAL INFORMATION/EXPLANATION (if any)

NOTE: FAILURE TO SUBMIT SUFFICIENT JUSTIFICATION AND DOCUMENTATION WILL RESULT IN A REJECTION OF THE REQUEST