

BID WAIVER

All purchases made by a University, having an estimated cost in excess of One Hundred Thousand Dollars per transaction shall be based on sealed, competitive bids. "... a university president or his designee may make or authorize others to make emergency procurements if there exists a threat to public health, welfare or safety, or if a situation exists which makes compliance with Subsection B (Competitive Sealed Bidding) or Subsection C (Competitive Sealed Proposals) impracticable, unnecessary or contrary to the public interest, except that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file." (Excerpt from the Arizona Board of Regents' University Procurement Code, 3-803 D.3.)

Note: The President has designated only the Provost and Vice Presidents to approve Bid Waivers.

REQUISITION NO.: _____ DATE: _____

REQUESTING UNIT: _____

NAME OF:

Vendor Contractor Consultant

DESCRIBE THE CIRCUMSTANCES OR NEED FOR WAIVER:

EXPLAIN HOW THE VENDOR, CONTRACTOR, CONSULTANT CAN SOLVE THE PROBLEM:

ARE THERE OTHER VENDORS THAT CAN MEET THE STATED NEED?

WHY IS THIS VENDOR SELECTED?

DESCRIBE THE IMPACT ON THE UNIVERSITY OF NOT GRANTING WAIVER:

Reviews and approvals are on the next page.

DEPARTMENT HEAD APPROVAL:

Comments:

Signature: _____

Print Name: _____

PURCHASING: CONCUR DO NOT CONCUR

Comments:

Signature: _____

Print Name: _____

GENERAL COUNSEL:

Comments:

Signature: _____

Print Name: _____

VICE PRESIDENT'S APPROVAL

Signature: _____

Print Name: _____

EXECUTIVE VICE PRESIDENT'S APPROVAL

Signature: _____

Print Name: _____

CONFLICT OF INTEREST CERTIFICATION

(Date)

The undersigned certifies that to the best of his/her knowledge: **(check only one)**

- () There is no officer or employee of Arizona State University who has, or whose relative has, a substantial interest in any contract resulting from this request.

 - () The names of any and all public officers or employees of Arizona State University who have, or whose relative has, a substantial interest in any contract resulting from this request, and the nature of the substantial interest, are included below or as an attachment to this certification.
-

(Email address)

(Address)

(Signature required)

(Phone)

(Print name)

(Fax)

(Print title)

(Federal Taxpayer ID Number)

PRICE WARRANTY

SUPPLIER: _____
ADDRESS: _____

QUOTE/RFP#: _____
RX #: _____
DATE: _____

PLEASE CHECK THE APPROPRIATE BOX:

1. Established Catalog or Market Price Warranty

Contractor or Supplier warrants that the prices for the goods and/or services covered in this quotation/proposal are based upon the established catalog or market prices of commercial item(s) or services. The date and title of applicable established catalog or market price list is:

Please include a copy of the applicable page(s) of your catalog or price list with this document.

2. Lowest Price Warranty

Contractor or Supplier warrants that the prices set forth in their quotation/proposal do not exceed those charged by the Contractor or Supplier to any other educational customers purchasing the same item(s) and/or services in like or comparable quantities.

3. Used Equipment Price Warranty

Contractor or Supplier warrants that prices set forth for used equipment in their quotation/proposal do not exceed those charged by the Contractor or Supplier to any other educational customers purchasing the same item(s) in like or comparable quantities. If this box is checked, please include a cost comparison quotation for the same or like new equipment and show the educational discount on both the used or new equipment.

4. Consulting Services Price Warranty

Consultant warrants that the costs proposed for this engagement do not exceed those charged to other educational customers for similar engagements.

NOTE: If more than one box is checked, Contractor, Supplier, or Consultant shall specify which of the above boxes is applicable to each item listed on seller's quotation/proposal. If none of the above boxes are applicable, please submit detailed cost or price data sufficient for us to determine the reasonableness of your proposed price.

Authorized Signature (Supplier):

By: _____

Printed Name: _____

Title: _____

Date Signed: _____