



WAIVER OF COMPETITION CERTIFICATE

In accordance with the authority granted under applicable Florida Law, the following documentation is submitted in support of this request to purchase the product(s) and/or service(s) listed below without first obtaining quotes.

Explanation and Instructions for Completion of a Waiver of Competition Certificate (less than \$75,000)

The following points must be covered in detail for this certification:

1. Describe the product(s) and/or service(s) and anticipated use thereof in layman's language.
2. (A) State in detail why only this and no other product(s)/service(s) will satisfy the department's requirements.

(B) State why the product(s) and/or service(s) are available from only one source and how that determination was made. Explain the research conducted to support this claim.

(C) Provide an explanation to support the belief that the price is fair and reasonable.

The usual quote process shall be conducted if waiver of competition is not granted.

DEPARTMENT INFORMATION

Department Name: _____

Contact & Phone: _____

Purchase Request No.: _____

Item/Service Cost: _____

VENDOR INFORMATION

Company Name: _____

Email: _____

Contact Person: _____

Title: _____

Product and/or Service: _____

Telephone: _____

Facsimile: _____

Address: _____

City: _____

State: _____

Zip: _____

JUSTIFICATION TO WAIVE COMPETITION
(Attach additional pages as needed)

Department head must certify the following for each request to waive competition:

- A. I, the undersigned, certify the justification to be true to the best of my knowledge and belief.
- B. I, the undersigned, certify that I and/or the user do not have a financial interest in the above named vendor or contractor and that I am unaware of any conflict of interest related to this purchase.

Typed/Printed Name

Title (Director/ Chair)

Signature

Date

I, the undersigned hereby concur with the above justification and waive additional competition and authorize the acquisition of the above product(s) and/or service(s) on a non-competitive basis.

Printed Name
(Purchasing Director/Designee)

Signature

Date