

Kean University

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2020

### Request for Bid Waiver Form

University Procurement and Business Services

Kean University

*Kean University*

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**KEAN UNIVERSITY**

**Request for Waiver of Public Advertising and Bidding**

**Part 1- To be completed by Requesting Department**

1. Requesting Department: \_\_\_\_\_ 2. Person to Contact: \_\_\_\_\_
3. Recommended Vendor (Name & Address) \_\_\_\_\_ 4. Cost Center and Object Account: \_\_\_\_\_
- \_\_\_\_\_
5. Total Amount Requested: \_\_\_\_\_ 6. Date Needed/Fiscal Year: \_\_\_\_\_
7. Brief Explanation for Waiver Request:  
\_\_\_\_\_
8. Explain What Attempts Were Made to Obtain Competition, if any:  
\_\_\_\_\_
9. List Program Consequences if Bid Waiver is not approved:  
\_\_\_\_\_
10. Statutory Citation(s) from State College Contracts Law:  
\_\_\_\_\_

11. Department Certification Signatures: I certify to the accuracy of the preceding statements:

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President: \_\_\_\_\_ Date: \_\_\_\_\_

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**PART II-Recommendation for Approval**

1. \_\_\_\_\_ Date: \_\_\_\_\_  
Faruque Chowdhury  
University Procurement and Business Services
2. \_\_\_\_\_ Date: \_\_\_\_\_  
Kristin Ganley, Esquire  
Office of University Counsel
3. \_\_\_\_\_ Date: \_\_\_\_\_  
Andrew Brannen,  
Vice President for Administration and Finance