

**CITY OF CUPERTINO
COMPETITIVE BID/PROPOSAL
EXEMPTION REQUEST FORM (PURCHASES OVER \$5,000)**

This form is required for approval to procure goods or services above \$5,000 without competition. The identified competitive exemptions in the Purchasing Policy are listed below, however additional details are in the Purchasing Policy and Cupertino Municipal Code.

First, select the type of exemption, then provide the explanation to support the selection. The explanation can include reference to the specific co-operative procurement process and contract, identified emergency, details confirming a sole source, or other circumstances that further support a requested exemption. Documents can be attached as support.

The importance of the explanation is to describe why an exemption to the competitive process required in the Purchasing Policy is requested. Describing the goods and/or services is helpful to document but will not suffice in determining whether an exemption is approved.

After the requestor signs the form, it is routed to the Purchasing Manager who reviews and then forwards on to the Purchasing Authority. (An electronic form is in development.)

TYPES OF EXEMPTIONS

<input type="checkbox"/>	FROM ANOTHER GOVERNMENT AGENCY – Purchasing goods or services from other public agency
<input type="checkbox"/>	COOPERATIVE PROCUREMENT – Utilizing solicitation of another public entity
<input type="checkbox"/>	EMERGENCY PROCUREMENT –Emergency determined based on criteria in Purchasing Policy
<input type="checkbox"/>	SOLE SOURCE FOR GOODS OR SERVICES - available only from a single provider
<input type="checkbox"/>	OTHER

EXPLANATION (MUST ACCOMPANY YOUR REQUEST):

REQUESTOR:	DATE REQUESTED:	PURCHASING AUTHORITY APPROVAL:	DATE APPROVED:
PURCHASING MANAGER:	REVIEWED:	COMMENTS:	