



BID WAIVER REQUEST FORM

This form is to be used to secure approval of a waiver of public advertising for the purchase of goods and services greater than the applicable bid threshold. Please submit this form, along with all required documentation, to the Procurement & Contracting Department via email at bidwaiver@stockton.edu and Jamie.Morgan@stockton.edu.

Bid Waiver #: _____

Increase: YES _____ NO _____

Date: _____

Department/Division: _____

A bid waiver is requested to be considered by the Board as follows:

Vendor Name: _____ Z#: _____

Address: _____

Address: _____ Contact Name: _____

Phone #: _____ Contact Email: _____

Please identify the applicable Bid Waiver category for this procurement. A complete list of Bid Waiver categories can be found starting on Page 3 of this form.

Bid Waiver Category: _____

Requested Date of Board of Trustees adoption: _____

FUND: _____ ORG: _____ ACCT: _____ PROG: _____ LOCATION: _____

Total amount requesting for BOT approval: \$ _____

Have any funds already been spent for this purpose: YES _____ NO _____ If yes, list amount: _____

Contract Prepared: YES _____ NO _____ If bid waiver increase, Amendment Prepared: YES _____ NO _____

Is this an increase for a Bid Waiver previously approved by the Board: YES _____ NO _____

If yes, indicate Board meeting(s) approved: _____ Amount(s): _____

Total amount of Bid Waiver: \$ _____ (This Request + Prev. Approved BW(s))

Fiscal Year Start Date: _____ Fiscal Year End Date: _____



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What item(s)/service(s) will this bid waiver support?

Please explain why competitive bidding is not feasible for this item/service.

Other comments:

Requested By:

Signature:

Date:

Approved By:

Signature:

Vice President of
Requesting Division

Date:

Approved By:

Signature:

Procurement & Contracting
Department

Date:

Approved By:

Signature:

Senior Vice President for
Administration & Finance and
Chief Financial Officer

Date:

Please submit this form to bidwaiver@stockton.edu, cc Jamie.Morgan@stockton.edu - Thank you.



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Pursuant to the State College Contracts Law, bid waivers may only be granted where the goods or services sought fall under one of the following categories:

N.J.S.A. 18A:64-56(a):

1. Professional services;
2. Extraordinary unspecifiable services and products which cannot reasonably be described by written specifications, subject, however, to procedures consistent with open public bidding whenever possible;
3. Materials or supplies which are not available from more than one potential bidder, including without limitation materials or supplies which are patented or copyrighted;
4. The doing of any work by employees of the State college;
5. The printing of all legal notices and legal briefs, records and appendices to be used in any legal proceeding to which the State college may be a party and the use of electronic data or media services, including the internet, for the printing of these legal notices and legal briefs, records and appendices;
6. Textbooks, copyrighted materials, student produced publications and services incidental thereto, library materials including without limitation books, periodicals, newspapers, documents, pamphlets, photographs, reproductions, microfilms, pictorial or graphic works, musical scores, maps, charts, globes, sound recordings, slides, films, filmstrips, video and magnetic tapes, other printed or published matter and audiovisual and other materials of a similar nature, necessary binding or rebinding of library materials and specialized library services, including electronic databases and digital formats; or
7. Food supplies and services, including food supplies and management contracts for student centers, dining rooms and cafeterias;
8. The supplying of any product or the rendering of any service by the public utility which is subject to the jurisdiction of the Board of Public Utilities, in accordance with tariffs and schedules of charges made, charged and exacted, filed with that board;
9. Equipment repair service if in the nature of an extraordinary unspecifiable service and necessary parts furnished in connection with the services;
10. Specialized machinery or equipment of a technical nature which will not reasonably permit the drawing of specifications, and the procurement thereof without advertising is in the public interest;
11. Insurance, including the purchase of insurance coverage and consulting services, which exceptions shall be in accordance with the requirements for extraordinary unspecifiable services;
12. Publishing of legal notices in newspapers as required by law and the use of electronic data or media services, including the internet, for the publication of the legal notices;
13. The acquisition of artifacts or other items of unique intrinsic, artistic or historic character;
14. The collection of amounts due on student loans, including without limitation loans guaranteed by or made with funds of the United States of America, and amounts due on other financial obligations to the State college, including but not limited to, the amounts due on tuition and fees and room and board;
15. Professional consulting services;
16. Entertainment, including without limitation theatrical presentations, band and other concerts, movies and other audiovisual productions;
17. Contracts employing funds created by student activities fees charged to students or otherwise raised by students and expended by student organizations;
18. Printing, including without limitation catalogs, yearbooks and course announcements and the production and reproduction of such material in electronic and digital formats, including compact discs;
19. Information technology;



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20. Personnel recruitment and advertising, including without limitation advertising seeking student enrollment;
21. Educational supplies, books, articles of clothing and other miscellaneous articles purchased by a State college for resale to college students and employees;
22. Purchase or rental of graduation caps and gowns and award certificates or plaques, or the rental of space and equipment used for graduation and other events and ceremonies;
23. Items available from vendors at costs below State contract pricing for the same product or service, which meets or exceeds the State contract terms or conditions;
24. Management contracts for bookstores, performing arts centers, residence halls, parking facilities and building operations;
25. Consulting services involving information technology, curricular or programmatic review, fund raising, transportation, safety or security;
26. Construction management services for construction, alteration or repair of any building or improvement;
27. Purchase or rental of equipment of a technical nature when the procurement thereof without advertising is necessary in order to assure standardization of equipment and interchangeability of parts in the public interest;
28. Banking and investment services;
29. Energy supply, such as electric and gas, from a third-party supplier;
30. Hazardous waste collection and disposal services;
31. Supplies and services for the administration of study abroad or remote programs;
32. Transportation services;
33. Vehicle maintenance;
34. Vending services; or
35. Medical testing.

N.J.S.A. 18A:64-56b. Contracts with other governmental entities.

N.J.S.A. 18A:64-56c. After receiving no bids or having rejected bids on two occasions.