

State of Alaska
Department of Transportation & Public Facilities
WAIVER REQUEST
FOR ALTERNATE PROCUREMENT METHODS

Send waiver requests over \$100,000 to: DOT&PF Chief Contracts Officer; 3132 Channel Drive (Mail Stop 2500); Juneau, Alaska 99801-7898
 Fax to: 1 (907) 586-8365; For Information: 1 (907) 465-6990

Requesting Department/Division:		Date:	Bid Waiver Number (FOR HQ USE ONLY)
Project Number(s) AKSAS/Federal:	Estimated Price:	Signature of Requesting Procurement Officer:	
Project Name:		Person to Contact (Project Manager & Telephone Number):	
Part 1 - Type of Procurement Method: <input type="checkbox"/> Competitive Sealed Bid <input type="checkbox"/> Competitive Sealed Proposal <input type="checkbox"/> * Limited Competition <input type="checkbox"/> * Emergency <input type="checkbox"/> * Single Source <input type="checkbox"/> Small Procurement * Regardless of the contract amount, any purchase using Emergency, Single Source or Limited Competition procurement must be assigned a Bid Waiver Number and PART 6 of this form must be completed for each resulting contract.			
Part 2 - Specific description of procurement requirements to be waived: For example time of advertisement, public notice, selection process, record keeping, etc.			
Part 3 - Project Description: Provide the following information: 1) The contract requirements with attached schematics, planning documents, or narratives as appropriate. 2) A cost estimate that is linked to the contract requirements. Identify funding source: (General Fund, Bond, Federal, etc.) and if Federally funded attach copy of Federal approval. 3) A time line depicting the project schedule from inception to completion. 4) List all agency officials with oversight or supervisory responsibility for the project. Attach separate page(s) if necessary.			
Part 4 - Justification: Provide the following information: 1) Need for construction or services. 2) Reason(s) for agency's inability to conform with standard procurement methods. 3) Statutory or Regulatory authorization (if other than budgetary process) for construction or services. 4) Impact on project if waiver is not approved -- explain in detail. 5) Any other documentation/ justification the agency feels would be helpful in evaluating the request. Attach separate page(s) if necessary.			

PART 5 - Department of Transportation and Public Facilities' comments and recommendations:

Recommended: Approval Disapproval Other Return for other/further action as noted above.

Reviewed by:

Signature:

Date:

Approved

by: _____
Commissioner of Department of Transportation and Public Facilities

Date:

Approved with conditions

Disapproved

_____ Title if executed by other than the Commissioner of Department of Transportation and Public Facilities

Part 6 - Record of procurement: submit a completed copy of this entire form to the Chief Contracts Officer within 15 days of executing the contract. When multiple contracts are awarded under an emergency procurement, information pertaining to all contracts must be reported. Under such circumstances, attach additional information in the format below - for each contract.

Complete all of the following:

(1) Name of Supplier or Contractor: _____ (2) Their Zip Code: _____

(3) Contract Amount: \$ _____ (4) Contract Identification Number: _____ (5) Commodity Code: _____

(6) Type (i.e. Professional Service, Construction, Supplies, etc.): _____

(7) Listing of services, products, construction (etc.) obtained: _____

(8) If other vendors, suppliers or contractors submitted bids or proposals, list the number of these that were:

Alaskan Bidders # _____

“Out-of-State” Bidders # _____

This PART 6 prepared by: _____

Date: _____