



## BID PROCESS EXCEPTION

It may be necessary to procure equipment, supplies or service outside of the bidding procedure as outlined in the EMU Purchasing Procedures. This should be the exception rather than the normal rule. Examples where a bid exception may be used in purchasing are, but not limited to:

1. Items that have specific features essential for the completion of the task or project at hand
2. Items which must be compatible with existing equipment or systems
3. Continuation of services for an established project / program
4. Manufacturer specific good or services

**Justification will include the following at a minimum:**

1. Official pricing as obtained from preferred vendor
2. Features requested which are essential for the intended use that other manufacturers of like products do not have. Exterior size will only be used if space available is critical
3. Date needed by and schedule of work to be performed

**As a reminder:**

Preference for one vendor, product or service following any market studies, quotation, acquisition or demonstration/testing by a department does not constitute reason for use of a bid exception. These preferences must be determined through a competitive RFQ/RFP process issued by the Purchasing Department.

**Requesting Dept/Division:** \_\_\_\_\_

**Date Req'd:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Vendor:**

**Vendor Contact:**

<b>Bid Exception Request</b> (Department Contact)	<b>Department/Divisional Approval of Bid Exception</b> Dept. Head or Divisional VP/Director Reporting to the President (as applicable)
Requestors Name (Type or Print Legibly)	Approvers Name (Type or Print Legibly)
Requestors Signature <span style="float: right;">Date</span>	Approvers Signature <span style="float: right;">Date</span>

**Provide Explanation for Bid Exception (Attach additional sheets if necessary):**

**For ALL SOFTWARE purchases, EMU IT must review prior to submitting the Bid Exception Request. Please see the Purchasing website for more information: [www.emich.edu/purchasing](http://www.emich.edu/purchasing) // Attach approval documentation from IT when submitting for Exception approval.**

**For ALL Equipment Purchases, Environmental Health & Safety and the Physical Plant must review items prior to submission for Purchasing Approval. Review process will take approximately 10 working days to complete.**

**Health and Safety Review: (Send to: [kwilhoff@emich.edu](mailto:kwilhoff@emich.edu))**

**Physical Plant Review:**

Signature Date

Signature Date

EHS Rep Name (Type or Print Legibly)

Physical Plant Rep Name (Type or Print Legibly)

**Purchase Department Approval: (send to [busfin\\_purchasing@emich.edu](mailto:busfin_purchasing@emich.edu) with the Subject Line: Bid Exception "VENDOR NAME")**

Purchasing Agents Signature Date

Director of Purchasing Signature Date

**Travis Temeyer**

Purchasing Agents Name (Type or Print Legibly)

Director of Purchasing