

Town of Seabrook
Procurement Policy Exemption Justification Form

The Town of Seabrook procurement policy requires:

At least (3) written quotes for all purchases between \$2,501 and \$10,000. Competitive bids must be obtained from at least three (3) qualified sources, when available, for all purchases totaling \$10,000 or more. If you believe that there is justification to request a specific supplier of a product or service in lieu of competitive bidding or quote process, you must complete this form and send it to Procurement, with a copy to the Town Manager. Deviation from the requirements of the **Town Purchasing Policy requires written justification and approval, prior to the execution of an order.**

Recommended Supplier	
Purchase Amount	
Date	
Description of Product or Service	

Exemption Justification:

- 1. State bid list item
- 2. Sole Source- product or service not available from any other vendor
- 3. Upgrade to existing software. Available only from software producer, who sells on a direct basis only.
- 4. Repair/maintenance requires specific knowledge of Town equipment unavailable from other vendors.
- 5. Emergency Procurement. An emergency exists when a sudden unexpected incident poses a clear and imminent threat to public health, safety, property, and/or essential public services. The affected department *shall* contact the Purchasing Agent and/or Town Manager for concurrence that an emergency exists.
- 6. Other _____

The only time this form should be submitted after a procurement is for item 5, Emergency procurement.

 Requesting Party

 Department Head

 Chief Procurement Officer

 Town Manager

 Date