



# CITY OF CORAL GABLES

405 Biltmore Way  
Coral Gables, FL 33134  
(305) 460-5102

## Finance Department / Procurement Division Request for Special Procurements/Bid Waiver (Not to exceed \$100,000 for supplies and services, \$25,000 for construction)

**Section 2-691** The City Manager shall be authorized to grant special procurements/bid waivers for supplies and services in the amount not to exceed \$100,000 and on construction contracts not to exceed \$25,000 subject to public notice requirements in accordance with administrative regulations. All other contracts shall be made only when authorized by the city commission upon the written recommendations of the City Manager.

**Special Notice:** All purchase orders and work orders issued via a bid waiver MUST include the following statement: All work performed for the services outlined in the associated proposal or purchase order must be in compliance with all rules, regulations and laws of the City of Coral Gables, Miami-Dade County, the State of Florida and the Federal Government. Lack of knowledge by the contractor shall in no way be cause for relief from responsibility.

_____	YES	NO	_____
Contract ID:	PSA Required:		Chief Procurement Officer

<b>PART I:</b>	<b>Department/Vendor Information</b>				
Division/ Department		Dept. Contact		Requisition No.	
Suggested Vendor		Service/Item Description		Value	

### PART II: Explanation (Supporting documentation must be attached)

Special/Bid Waiver Procurement	
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The form must be routed for approval in the order in which approvers appear below.

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager or Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Attorney's Office (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Risk Management (if applicable)

\_\_\_\_\_  
Date

**NOTE: If a PSA is marked a required for this action then an agreement must be attached and routed for approval by the City Attorney's Office & Risk Management.**