



Pay or Play Program Contractor/Subcontractor Waiver Request

If a waiver of the Pay or Play Program requirements is requested, the City of Houston contracting department shall submit this Waiver Request form to the City of Houston Office of Business Opportunity Division along with any supporting documentation. A waiver, if granted, shall be effective for the duration of the contract. In the event of renewal or renegotiation of the contract, subsequent waivers may be requested and either granted or denied.

Department: _____ Date Submitted: _____

Contact Name: _____ Phone: _____

Contractor/Subcontractor Name: _____ Vendor No.: _____

Contract No. /Description: _____

Contract/Subcontract Amount: \$ _____ Project Start Date _____ Estimated Comp Date _____

This contract or subcontract is appropriate for a waiver based on the following: *(Check the appropriate box.)*

- Emergency.** The contract or subcontract is a response to an emergency that endangers public health or safety.
- Essential.** No other qualified responsive bidders comply with the requirements of the Pay or Play Ordinance and the contract or subcontract is for a service or project that is essential to the City or public.
- Adverse Impact.** Compliance with the Pay or Play Program would cause an unreasonably adverse impact on the City's ability to obtain services or an unreasonably adverse financial impact on the City.
- Bulk Purchasing.** The services to be purchased are available under a bulk purchasing agreement with a federal, state, or local government entity.
- Intergovernmental/Interlocal Agreement/Purchasing Cooperative**

Note: Please provide back up documentation to support the waiver request.

Department Signature:

Request submitted by department head or authorized representative:

Signature

Print Name

City of Houston – Office of Business Opportunity Use Only

Action: [] Approved [] Disapproved

Signature: _____ Date: _____

Print Name: _____