

Request for Waiver Form

Instructions : This form is needed only if the item(s) being procured are subject to DOT's Affirmative Procurement Program (APP) for EPA-Designated Recycled Content Products.

This form is to be completed by the requirements official (program official) and the contracting officer (CO), as appropriate, when items subject to DOT's APP are not procured.

The requirements official and CO must check the appropriate justification(s), provide a written explanation, and sign and date the form.

The original form is maintained in the contracting office contract file.

The requirements official must submit a copy of the form to the responsible operations program official.

The contracting officer is responsible for forwarding a copy of each waiver form to the Agency's Environmental Executive (M-1) within 30 days after contract award.

Procurement Request No. _____

1. To Be Completed By Contracting Officer

Products containing recovered materials and meeting DOT's preference standards for the following designated items:

Were not obtained because (FAR 23.405):

- _____ Items/products could not be competitively acquired within a reasonable period of time.
- _____ Items/products could not be obtained at reasonable prices.
- _____ Items/products did not meet all reasonable performance standards in the specifications.

Contracting Officer

Date

2. To Be Completed By Requirements Official

Products containing recovered materials and meeting DOT's preference standards for the following designated items:

Were not obtained because (FAR 23.405):

- _____ Items/products could not be competitively acquired within a reasonable period of time.
- _____ Items/products could not be obtained at reasonable prices.
- _____ Items/products did not meet all reasonable performance standards in the specifications.

Requirements Official's Signature

Date