



**City of Houston  
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 backup documentation that will explain in detail why this contract is a candidate for a waiver.**

**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: \_\_\_\_\_