


# TOWN OF VIENNA

# Request For Waiver

Dept	Date	Dept Head Signature	Proposed Vendor	Amount
IT	06/10/2022	<small>DocuSigned by:</small>  06/10/22   7:13 AM PDT <small>B34F6CFD88584F4...</small>	CBT Nuggets	\$ 2,895.00

A Request For Waiver is required by the Town's Procurement Policies and Procedures. Check the box below that best applies.

<b>Sole Source/Proprietary</b>	<input checked="" type="checkbox"/>	<b>Emergency Procurement</b>	<input type="checkbox"/>	<b>Waive Purchase Procedures</b>	<input checked="" type="checkbox"/>
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**CHECK JUSTIFICATION(S) BELOW THAT APPLY TO THE PROPOSED PURCHASE AND SUPPLY DOCUMENTATION/EXPLANATION AS REQUIRED**

- 1. Commodity/Service is from the original manufacturer or provider. There are no other distributors. (Findings must be documented below or attached)
- 2. The product is an integral part of existing equipment. Other brands not interchangeable. (State manufacturer and model number of existing equipment below.)
- 3. Only known product that meets the specialized needs of the department to bring about continuity of results. (Explain in detail below or attached)
- 4. Staff has had extensive training and/or experience with the product. Purchase of other than proposed product would incur substantial cost in re-training. (Explain in detail below or attached)
- 5. Purchase of this item/service is of an urgent nature because it is essential to public health & safety. (Describe in detail below)
- 6. Unable to obtain 3 or more quotes for item/service (Explain in detail below or attached)
- 7. Competitive negotiation (or quotes) is either not practicable or not fiscally advantageous, as described below.
- 8. Confirming Purchase Order (Explain reason for expenditure without issuance of PO below)

**Explanation:**

The following item does not have a contract vehicle with cooperative language. request permission to waive procurement procedures to procure IT Computer Based training IT Staff.

Reviewed by: DocuSigned by: Gerald W. Amacker Date: 06/13/22 | 8:06 AM EDT 283B0CC9025F4A7...  
 Purchasing Agent

Reviewed by: DocuSigned by: Steven D. Briglia Date: 06/28/22 | 2:55 PM EDT CE5D988EBB494F1...  
 Town Attorney

Reviewed and Approved by: DocuSigned by: Marion Surfass Date: 06/28/22 | 1:33 PM EDT D80B88B20E7D492...  
 Finance Director

Reviewed and Approved by: DocuSigned by: Arcady Payton Date: 06/28/22 | 3:51 PM EDT 5BF6A83E2009459...  
 Town Manager

