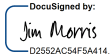


TOWN OF VIENNA

Request For Waiver

Dept	Date	Dept Head Signature	Proposed Vendor	Amount
PD	06/29/2022	<small>DocuSigned by:</small>  06/29/22 8:48 AM EDT <small>D2552AC54F5A414...</small>	Fidelity Power Systems	\$ 5217.50
A Request For Waiver is required by the Town's Procurement Policies and Procedures. Check the box below that best applies.				
Sole Source/Proprietary	<input type="checkbox"/>	Emergency Procurement	<input checked="" type="checkbox"/>	Waive Purchase Procedures
	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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 New Police facility is 91% complete and the process of conducting tests and inspections is starting. In order to have the elevator inspected and passed, it must be shown to run on the station's generator when power is out in the building. Since the generator had been disconnect as part of construction it must be re-started and a load test conduct on it. This test must be performed by a qualified company. The longer it takes to get the generator tested the longer the project will be delayed. To obtain a quote we first reached out to Kelley Generator who serviced the station generator. They advised they cannot do the load test on our type of generator and that we should contact Fidelity Power Systems. We contacted Fidelity and received the attached quote for \$5217.50. In an effort to obtain another quote we contacted the company DPW uses for maintenance of the Town Hall generator, Carter Machinery Company. Like Kelley, Carter advised they do not perform this work on our type of generator and that we should reach out to Fidelity. I believe we have met the threshold of attempting to obtain 3 quotes and further efforts will just result in delay. Attached is the Fidelity quote and the email exchanges with the other companies advising us to us Fidelity.

Reviewed by: DocuSigned by: Gerald W. Amacker Date: 06/29/22 | 8:52 AM EDT 283B0CC9025F4A7...
 Purchasing Agent

Reviewed by: DocuSigned by: Steven D. Briglia Date: 06/29/22 | 11:44 AM EDT CE5D988EBB494F1...
 Town Attorney

Reviewed and Approved by: DocuSigned by: Marion Surfass Date: 06/29/22 | 9:07 AM EDT D80B88B20E7D492...
 Finance Director

Reviewed and Approved by: DocuSigned by: Mercy Peyton Date: 06/29/22 | 3:47 PM EDT 5BF6A83E2009459...
 Town Manager



/



Date: June 28, 2022

Vienna Police Department
215 Center Street South
Vienna, VA 22180

Quote: 220628-0000

Attention: Ms. Jennifer Dinges

We are pleased to quote the following start-up and load bank procedures on the **Kohler model 400REOZJB** emergency generator and one (1) 1600 amp automatic transfer switch.

Provide parts and/or labor to perform the following service(s):

- Provide generator technician to perform Kohler start-up as requested.
- Provide start-up and ATS transfer test under building load on Kohler generator.
- Perform 2-Hour load bank test on Kohler generator.
- Provide start-up report and report of findings. Quote additional repairs as needed.
- Generator filters and fluids not included.
- **Note: Parking for load bank truck must be provided within 100 feet of generator location or additional charges will be added.**
- **Note: Site conditions (such as incomplete electrical or other contractors) that require subsequent visits to resolve will be invoiced separately.**
- **Note: Work to be performed on Regular Hours.**

Parts:	\$0.00	Freight:	\$0.00
Labor:	\$4,587.50	Sub-total:	\$5,217.50
Trip Fee:	\$230.00	Tax: (if applicable)	\$0.00
L. Banks:	\$400.00		
		Total:	\$5,217.50

Note: The item(s) above constitute the only item(s) offered. No other items or accessories are included or implied. Work is to be completed during **regular working hours**, unless otherwise indicated. All parts have a 90-day warranty per the manufacturer unless otherwise noted in this contract.

Should you have any questions, please contact me at (703) 440-8730. Should you wish to proceed with the work, please sign where indicated and email to jchiasson@fidelity-ps.com, or fax to (703) 440-8733. If faxing, please call to make sure we have received your response. Thank you.

Accepted by:

Date: _____

Name: _____

Signature: _____

Sincerely,

Jon Chiasson

Jon Chiasson - Service Sales

All work / invoicing subject to Fidelity Power Systems terms and conditions.

[Complete listing available at; www.fidelitypowersystems.com/service-terms-conditions](http://www.fidelitypowersystems.com/service-terms-conditions)

#2

Morris, Jim

From: Kenny Brooks <Kenny_Brooks@cartermachinery.com>
Sent: Tuesday, June 28, 2022 3:38 PM
To: Morris, Jim
Subject: FW: Generator Start up

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Jim,
As a Caterpillar Dealer we are not factory authorized to do start up on Kohler Equipment for warranty purposes, etc. Your best bet would be the selling dealer, Fidelity Power Systems. Usually the cost for these services is included in the sale as well.

Here is a link to their homepage:
<https://fidelitypowersystems.com/>

Thanks
KB

Kenny Brooks
Power Systems Product Support Sales Manager
Carter Machinery Company, Inc.
8362 Richfood Road, Mechanicsville, VA 23116
804.823.1173 (direct)
800.835.1166 (store)



From: Morris, Jim <Jim.Morris@viennava.gov>
Sent: Tuesday, June 28, 2022 2:33 PM
To: Christina Gunther <Christina_Gunther@cartermachinery.com>
Subject: Generator Start up

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Christina,

I was given your name by Jeff Tufano as someone that maybe able to give us a quote for a generator start-up and load bank test for our generator Kohler model 400REOZJB. We are in the process of building a new facility and its time to bring our generator on line. It was installed in 2013.

Based on what I'm being told we need:

- Provide generator technician to perform Kohler start-up.

- Provide start-up and ATS transfer test under building load on Kohler generator.
- Perform 2-Hour load bank test on Kohler generator.
- Provide start-up report and report of findings. Quote additional repairs as needed.

The diesel generator is on ground level in a brick enclosure in the parking lot of the station.

Chief Jim Morris
Vienna Police Department
215 Center St S
Vienna, VA. 22180

703-255-6390

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NOTICE: This e-mail and any of its attachments may constitute a public record under the Virginia Freedom of Information Act. Accordingly, the sender and/or recipient listed above may be required to produce this e-mail and any of its attachments to any requester unless certain limited and very specific exemptions are applicable.

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Website: <http://www.viennava.gov>
Facebook: <http://www.facebook.com/TownofViennaVA>
Twitter: <http://www.twitter.com/TownofViennaVA>

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Facebook: <http://www.facebook.com/TownofViennaVA>
Twitter: <http://www.twitter.com/TownofViennaVA>

#3

Morris, Jim

From: Jacob Pacheco <jpacheco@hoar.com>
Sent: Monday, June 27, 2022 10:11 AM
To: Dinges, Jennifer; Morris, Jim; Janickey, Daniel
Cc: Kyle Abbey; Brad Catalone; Mauricio Vidaurre; hilmar@mackeyelectric.net; alemangeovany80@gmail.com
Subject: Re: Generator start up and load test.

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Okay, thank you let me know when they can do it as this is critical to elevator testing inspection.

Get [Outlook for iOS](#)

From: Dinges, Jennifer <Jennifer.Dinges@viennava.gov>
Sent: Monday, June 27, 2022 10:09:49 AM
To: Jacob Pacheco <jpacheco@hoar.com>; Morris, Jim <Jim.Morris@viennava.gov>; Janickey, Daniel <Dan.Janickey@viennava.gov>
Cc: Kyle Abbey <kabbey@hoar.com>; Brad Catalone <bcatalone@hoar.com>; Mauricio Vidaurre <mvidaurre@hoar.com>; hilmar@mackeyelectric.net <hilmar@mackeyelectric.net>; alemangeovany80@gmail.com <alemangeovany80@gmail.com>
Subject: RE: Generator start up and load test.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. #TechCares

Good Morning,

X I heard from Kelly Generator this Morning, and they can't do a start-up or load test on a Kohler 400KW Diesel generator. He gave us a name for another company, and I am contacting them now.

Thanks



Jennifer Dinges
Police Administrative Coordinator
Office of the Chief of Police
703-255-6391 (Desk)
703.255.5732 (Fax)
Jennifer.dinges@viennava.gov