

TOWN OF VIENNA**Request For Waiver**

Dept	Date	Dept Head Signature	Proposed Vendor	Amount
P&R	06/07/2022	DocuSigned by: 06/07/22 10:36 AM EDT <i>Leslie Herman</i> 234747534DE4166...	SIEMENS INDUSTRY INC.	\$ 8,656.00

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 checked="" type="checkbox"/>	Emergency Procurement	<input type="checkbox"/>	Waive Purchase Procedures	<input 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:

Parks and Recreation is requesting a waiver of purchasing procedures for the maintenance agreement for the Heating, Ventilation, and Air Condition system controls for the Vienna Community Center. Siemens Industry Inc. is a Sole Source, proprietary controls system software that operates the community center HVAC System. System and controls supplied by Siemens Industry are an integral part of our mechanical HVAC package. 100-107-1071-17130-43308

Reviewed by: *Gerald W. Amacker* Date: 06/07/22 | 10:43 AM EDT Purchasing Agent
Reviewed by: *Steven D. Briglia* Date: 06/10/22 | 8:41 AM EDT Town Attorney

Reviewed and Approved by: *Marion Surfass* Date: 06/09/22 | 5:58 PM EDT
Finance Director

Reviewed and Approved by: *Mercury Payton* Date: 06/13/22 | 5:17 PM EDT
Town Manager





Monday, June 06, 2022

Vienna Community Center
120 Cherry St SE
Vienna VA 22180
Attn: Leon Evans

This letter details the justification for a sole source selection of Siemens Industry Inc. as the Building Automation System provider for the Vienna Community Center

The Siemens Building Automation system uses proprietary parts and software that are only available as factory warranted replacement or upgrades from Siemens. The Beltsville, Maryland office of Siemens is the sole provider of these parts and the factory trained labor to install/repair the parts, serving the Washington DC area. Siemens Beltsville office has approximately 250 factory trained Building Automation System technicians to support the Vienna Community Center.

The Technical Support/Preventative Maintenance of the Building Automation System at the Vienna Community Center will be provided by factory trained Siemens staff. The Beltsville office of Siemens was the original manufacturer/installer of the Centralized Building Automation system for the Vienna Community Center. All replacement material will be Siemens factory authorized and warranted parts. Siemens has standard recommended diagnostics, testing, preventive maintenance, and troubleshooting routines which includes back-ups of field panel and server databases and standard procedures for reloading these databases in event of failures.

The Siemens Beltsville, Maryland has a complete training center to provide system operators with the training classes required to meet a Master Operators level. This training can only be provided by the local Siemens office with associated training center.

Christopher E Smith

Christopher Smith
Account Executive

Restricted Siemens Industry Inc.

6435 Virginia Manor Road
Beltsville, Maryland 20705

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