

**TOWN OF VIENNA****Request For Waiver**

Dept	Date	Dept Head Signature	Proposed Vendor	Amount
W&S Cust	06/14/2022	DocuSigned by: 06/14/22   2:52 PM EDT <i>Marion Surfass</i> D80B88B20E7D492...	Speedy Courier Service	\$ 4,800
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 type="checkbox"/>	<b>Emergency Procurement</b>	<input type="checkbox"/>	<b>Waive Purchase Procedures</b>
				<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:**

For over 20 years the Town of Vienna has utilized a PO box at the Vienna Post Office to collect water & sewer payments. The town contracts with Speedy Courier Service to collect the mail from the PO box and deliver to the Town for processing. They provide a high level of quality service and we have never had an issue with delivery in the over 19 years we have used this service.

In the fall of 2021 USPS changed their process and would not allow carriers to verbally collect mail from a PO box. USPS does allow this service for an additional fee however after repeated attempts to gain the information, USPS management has yet to provide the details. The Town and Speedy Courier came to an agreement where the courier driver will come to the Town first, pick up the PO box key and then return with the mail and the key. This process has worked well however does cost additional due to the additional driving time.

Requesting to add \$400 for FY2022 due to the additional cost. FY2023 request is \$4,400 which is double the costs from the prior years but in line with what the cost would be to USPS (as was told by a manager at USPS).

The finance department will look into alternative methods of payment collection during the fiscal year but will need time to communicate with customers.

Reviewed by: *Gerald W. Amacker* Date: 06/14/22 | 3:11 PM EDT Reviewed by: *Steven D. Briglia* Date: 06/15/22 | 12:20 PM EDT  
283B0CC9025F4A7... Purchasing Agent CED5D98EBB494F1... Town Attorney

Reviewed and Approved by: *Marion Surfass* Date: 06/15/22 | 11:45 AM EDT  
D80B88B20E7D492... Finance Director

Reviewed and Approved by: *Mercury Payton* Date: 06/15/22 | 1:19 PM EDT  
5BF8A83E2009459... Town Manager