

TOWN OF VIENNA

Request For Waiver

Dept Finance	Date 06/28/2022	Dept Head Signature DocuSigned by: <i>Marion Surfass</i> 06/30/22 8:07 AM EDT D80B88B20E7D492...	Proposed Vendor Datamatx	Amount \$ 28,000
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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:

The Town has prepared and paid for system modifications to use Datamatx for outsourced bill printing and mailing for the water and sewer delinquent bills. Additionally, when sending regular bills by PDF and Datamatx generated delinquent bills, they have done an excellent, accurate job. The use of Datamatx until the Munis upgrade which is slated to be completed in a few months is recommended as they have expertise with this product.

An added advantage of using Datamatx is that there are reduced supply and postage costs due to their contract with the Post Office and their economies of scale. In FY23, Munis upgrade will generate different bills, at that time a vendor search will be conducted to find the best price.

Total Printing costs including paper and envelopes total \$9,000
 Total Postage costs for UB application 19,000

Reviewed by: *Gerald W. Amacker* Date: 06/30/22 | 8:27 AM EDT Purchasing Agent
 Reviewed by: *Steven D. Briglia* Date: 06/30/22 | 11:06 AM EDT Town Attorney

Reviewed and Approved by: *Marion Surfass* Date: 06/30/22 | 8:32 AM EDT
 Finance Director

Reviewed and Approved by: *Mercury Peyton* Date: 06/30/22 | 3:11 PM EDT
 Town Manager