

**TOWN OF VIENNA**

**Request For Waiver**

|                            |                           |   |                                     |                          |
|----------------------------|---------------------------|---|-------------------------------------|--------------------------|
| <b>Dept</b><br>Legislative | <b>Date</b><br>07/27/2022 | <b>Dept Head Signature</b><br>DocuSigned by:<br>Melanie Clark<br>07/27/22   8:55 AM EDT<br>83FCC5442DFE4EB... | <b>Proposed Vendor</b><br>Civicplus | <b>Amount</b><br>\$ 9350 |
|----------------------------|---------------------------|---|-------------------------------------|--------------------------|

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> | <u>X</u> | <b>Emergency Procurement</b> | <u>      </u> | <b>Waive Purchase Procedures</b> | <u>      </u> |
|--------------------------------|----------|------------------------------|---------------|----------------------------------|---------------|

**CHECK JUSTIFICATION(S) BELOW THAT APPLY TO THE PROPOSED PURCHASE AND SUPPLY DOCUMENTATION/EXPLANATION AS REQUIRED**

- X 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 waiver is for the annual Codification services from Civicplus, which is the current provider. This service is for Electronic Code updates and supplements.

Reviewed by: Gerald W. Amacker Date: 07/27/22 | 9:29 AM EDT Purchasing Agent  
 Reviewed by: Steven D. Briglia Date: 07/27/22 | 12:07 PM EDT Town Attorney

Reviewed and Approved by: Michelle Pagano-Dierkes Date: 07/27/22 | 9:33 AM EDT  
 Finance Director

Reviewed and Approved by: Mercury Payton Date: 07/27/22 | 2:16 PM EDT  
 Town Manager