


TOWN OF VIENNA

Request For Waiver

Dept	Date	Dept Head Signature	Proposed Vendor	Amount
DPW	07/27/2022	<small>DocuSigned by:</small>  <small>07/27/22 3:14 PM EDT</small> <small>CA95B0F287CA4E3...</small>	CS AIR & ENVIRONMENTAL	\$ 6,753

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"/>
--------------------------------	-------------------------------------	------------------------------	--------------------------	----------------------------------	--------------------------

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:

DPW Vehicle Maintenance is requesting to waive procurement procedures to utilize CS Air & Environmental as a sole source vendor to purchase Nederman Products (hoses) for the vehicle Exhaust system in the vehicle Maintenance garage. The vehicle exhaust system is necessary to vent fumes and gases out of the garage while working on running vehicles. The current hoses need to be replaced in three of the bays.

J.A. attempted to get additional quotes from Masterduct and Dunham Rubber & Belting Corp. Neither responded with quotes.

Funds to come from account: 100-104-1041-14150-46015

Reviewed by: DocuSigned by: Gerald W. Amacker Date: 07/28/22 | 4:15 PM EDT 283B0CC9025F4A7...
 Purchasing Agent

Reviewed by: DocuSigned by: Steven D. Briglia Date: 07/28/22 | 4:26 PM EDT CED5D98EBB494F1...
 Town Attorney

Reviewed and Approved by: DocuSigned by: Michelle Pagano-Dierkes Date: 07/28/22 | 4:16 PM EDT 2571FD03341E404...
 Finance Director

Reviewed and Approved by: DocuSigned by: Mercury Payton Date: 07/28/22 | 4:26 PM EDT 5BF8A83E2009459...
 Town Manager

