


# TOWN OF VIENNA

# Request For Waiver

Dept	Date	Dept Head Signature	Proposed Vendor	Amount
DPW	09/06/2022	<small>DocuSigned by:</small>  <small>CA95B0F2B7CA4E3...</small> 09/06/22   7:27 AM EDT	COLLECTIVE DATA #6101	\$ 5,406.00

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

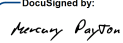
DPW is requesting to waive procurement procedures to renew the Annual Collective Data Fleet System Software Support and Maintenance. Collective Data Fleet System software is utilized by the Vehicle Maintenance Department which serves as an interface for Gasboy Fuel System to export data to the Collective Data Fleet System which can only be purchased through Collective Data. Dates of Coverage: 10/15/2022 - 10/14/2023.

Funds to come from account: 100-104-1041-14150-43303

Reviewed by: DocuSigned by:  Date: 09/06/22 | 8:31 AM EDT  
283B0CC9025F4A7...  
 Purchasing Agent

Reviewed by: DocuSigned by:  Date: 09/06/22 | 9:45 AM EDT  
CE5D988EBB494F1...  
 Town Attorney

Reviewed and Approved by: DocuSigned by:  Date: 09/06/22 | 8:35 AM EDT  
D80B88B20E7D492...  
 Finance Director

Reviewed and Approved by: DocuSigned by:  Date: 09/06/22 | 4:10 PM EDT  
5BF6A83E2009459...  
 Town Manager

