

TOWN OF VIENNA**Request For Waiver**

Dept	Date	Dept Head Signature	Proposed Vendor	Amount
11260	10/03/2022	DocuSigned by: <i>Karen Thayer</i> 10/03/22 9:14 AM EDT 88E5ADA6CB4423...	Day and Night Printing	\$ 29,790

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

Due to miscommunication resulting from staff turnover, PO was not extended as suggested or rebid.

IFB 17-01 for Newsletter Printing and Mail Prep expired on June 30, 2021 with no further renewal years available. The contract was extended six months to December 31, 2021 so that another solicitation could be completed and a new contract in place. This was not done. The town has pending invoices to pay for past months of printing the town's newsletter and will have future invoices to continue printing the town's newsletter.

Reviewed by: *Gerald W. Amacker* Date: 10/03/22 | 9:36 AM EDT Purchasing Agent
DocuSigned by: *Steven D. Briglia* Date: 10/03/22 | 12:49 PM EDT Town Attorney
283B0CC9025F4A7... CED5D98EBB494F1...

Reviewed and Approved by: *Marion Surfass* Date: 10/03/22 | 9:41 AM EDT
D80B88B20E7D492... Finance Director

Reviewed and Approved by: *Mercury Payton* Date: 10/06/22 | 3:22 PM EDT
5BF6A83E2009459... Town Manager