


TOWN OF VIENNA

Request For Waiver

Dept	Date	Dept Head Signature	Proposed Vendor	Amount
Human Resources	10/26/2022	<small>DocuSigned by:</small>  <small>10/26/22 3:13 PM EDT</small> <small>984A5642452A4F0...</small>	AHOLDUSA	\$ 5640

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)

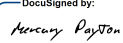
Explanation:

Use of Human Resources P-Card to Purchase of \$30 Giant Food Gift Cards/Holiday Gift Cards for Employees. Per Administrative Regulation 2.28, Giant is designated as the provider of the gift card. Gift cards will be purchased through the distributor but a credit card must be used at time of order. Distributor for Giant Gift Cards is Ahold Distribution USA

Reviewed by: DocuSigned by:  283B0CC9025F4A7... Date: 10/26/22 | 3:14 PM EDT
 Purchasing Agent

Reviewed by: DocuSigned by:  CED5D98EBB494F1... Date: 10/26/22 | 4:36 PM EDT
 Town Attorney

Reviewed and Approved by: DocuSigned by:  D80B88B20E7D492... Date: 10/26/22 | 3:51 PM EDT
 Finance Director

Reviewed and Approved by: DocuSigned by:  5BF6A83E2009459... Date: 10/26/22 | 4:39 PM EDT
 Town Manager