


TOWN OF VIENNA

Request For Waiver

| Dept | Date | Dept Head Signature | Proposed Vendor | Amount |
|------|------------|---|-----------------------|------------|
| IT | 07/30/2024 | <small>DocuSigned by:</small>  07/30/24 7:43 AM PDT <small>A602A5303AA61AB...</small> | Smart Safety Software | \$ 2700.00 |

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:

Request waive procurement regulations for the purchase of the annual renewal of the ScenePD software. Attached is the sole souce letter.

Reviewed by: DocuSigned by: Jerry Amacker Date: 07/30/24 | 10:47 AM, EDT 283B0CC9025F4A7...
 Purchasing Agent

Reviewed by: DocuSigned by: Steven D. Briglia Date: 07/30/24 | 11:43 AM, EDT CE5D988EBB494F1...
 Town Attorney

Reviewed and Approved by: DocuSigned by: Marion Surfass Date: 07/30/24 | 10:48 AM, EDT D80B88B20E7D492...
 Finance Director

Reviewed and Approved by: DocuSigned by: Arcangy Rayton Date: 07/30/24 | 3:23 PM, EDT 5BF6A83E2009459...
 Town Manager

