

# TOWN OF VIENNA

# Request For Waiver

<b>Dept</b> IT	<b>Date</b> 05/12/20	<b>Dept Head Signature</b> 5/12/2020   1:41 PM EDT	<small>DocuSigned by:</small> <i>Jerry Mull</i> BEE335D2FDA8C	<b>Proposed Vendor</b> Granicus	<b>Amount</b> \$ 33,036.09
-------------------	-------------------------	---	---	------------------------------------	-------------------------------

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 checked="" 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:**

Granicus is the original vender who completed the installation for the Town's agenda management and boards and commissions suite.

The following request is for the annual renewal for the agenda management suite, boards and commissions module, and video streaming services to exceed \$33,036.09



FISCAL YEAR 21

Reviewed by: DocuSigned by: *Gina Gilpin* Date: 5/12/2020 | 10:39 AM PDT 751ACFD4860244B... Purchasing Agent

Reviewed by: DocuSigned by: *Steven D. Briglia* Date: 05/14/20 | 9:25 AM EDT 7023F46275D7451... Town Attorney

Reviewed and Approved by: DocuSigned by: *Marion Surfass* Date: 05/14/20 | 6:56 AM PDT D80B88820E7D492... Finance Director

Reviewed and Approved by: DocuSigned by: *Mercury Payton* Date: 05/15/20 | 9:30 AM EDT CC2020EC2B88402... Town Manager

