

TOWN OF VIENNA

Request For Waiver

Req # 3720	Dept DPW	Date 06/04/2015	Dept Head Signature 	Proposed Vendor Virginia Paving	Amount \$65,000
A Request For Waiver is required by the Town's Procurement Policies and Procedures. Check the box below that applies to the proposed purchase.					
Sole Source/Proprietary	<input type="checkbox"/>	Emergency Procurement	<input type="checkbox"/>	Waive Purchase Procedures	<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. None of the above apply. (State justification below and explain in detail)

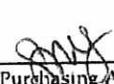
Explanation:

A capital improvement project for replacement of the water mains in five pipe stem lots was completed last year. The town planned to slurry seal the streets at no cost to the residents. However, in meeting with the residents it was requested that each pipe stem be paved instead. The town offered paving if the residents covered the additional cost. The total money received from residents is \$20,712. The town will provide \$4,288 from the capital improvement program, account 380503-48803, to make the total additional authorization to Virginia Paving \$25,000.

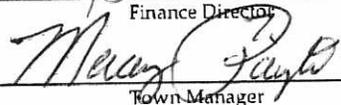
These pipe stems will be added to the paving already scheduled to be completed before the end of June by Virginia Paving. There is not enough time to obtain town council approval to get the work done by the end of June, therefore this will go to Council on July 6, 2015. The residents have been waiting for the work and delays will put the paving off until the fall and extend the inconvenience.

An additional \$40,000.00 is also being added at this time to complete additional repair work identified by the town Street Maintenance Division. That funding will come from 10412-47401.

This will bring total FY15 spending with Virginia Paving to \$440,643.00.

Reviewed by:  Date: 6/5/15 Reviewed by:  Date: 6/5/15
 Purchasing Agent Town Attorney

Reviewed and Approved by:  Date: 6/5/15
 Finance Director

Reviewed and Approved by:  Date: 06/05/15
 Town Manager