TOWN OF VIENNA — Request For Waiver

Req #	Dept	Date	Dept Head Signature	Proposed Vendor	Amount
		7/24/2018	[signature]	John Milner & Associates	$31,275

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	—	Emergency Procurement	—	Waive Purchase Procedures	X

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)
X 7. None of the above apply. (State justification below and explain in detail)

Explanation:

Provide a feasibility study and cost estimate of Bouton's Hall at 133 Church Street to assist the Town in their consideration of purchasing the building. The fee is not to exceed $31,275.00 without further authorization. In the interest of the Town, it is not practicable or fiscally advantageous to advertise an RFP as this is a sensitive matter. Expense Acct. 300-00-0000-39470-48801

Council to Consider Award August 20, 2018

and involves the possible purchase of real estate where time is of the essence - JBL

Reviewed by: [signature] Purchasing Agent Date: 8/1/18

Reviewed by: [signature] Town Attorney Date: 8/1/18

Reviewed and Approved by: [signature] Finance Director Date: 8/1/18

Reviewed and Approved by: [signature] Town Manager Date: 08/02/18