


TOWN OF VIENNA

Request For Waiver

Req #	Dept	Date	Dept Head Signature	Proposed Vendor	Amount
4205	DPW	03/04/2014		Superior Paving Corporation	\$ 3000.00
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 checked="" 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. None of the above apply. (State justification below and explain in detail)


Explanation:

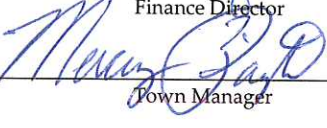
Superior Paving Corporation is the vendor used for the purchase of cold-mix asphalt used for pothole repairs, under per terms and conditions of IFB 12-03. The Department of Public Works requests an emergency waiver to increase our BPO by \$3000.

To date, DPW has reached the maximum of our current BPO of \$13,400. Due to the extreme and continuing cold weather this season we need the increased funding to continue ongoing pothole repair on town streets in a effort to minimize vehicle damage.

The FY 13/14 cost is estimated not to exceed \$17,400.00.

Reviewed by:  Date: 3/4/14 Reviewed by:  Date: 3/5/14
Purchasing Agent Town Attorney

Reviewed and Approved by:  Date: 3/10/14
Finance Director

Reviewed and Approved by:  Date: 03/10/14
Town Manager