

TOWN OF VIENNA

Request For Waiver

Req #	Dept	Date	Dept Head Signature	Proposed Vendor	Amount
4202	DPW	02/25/2014		Gudelsky Materials	\$ 7575.00
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 checked="" type="checkbox"/>


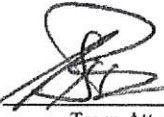
CHECK JUSTIFICATION(S) BELOW THAT APPLY TO THE PROPOSED PURCHASE AND SUPPLY DOCUMENTATION/EXPLANATION AS REQUIRED

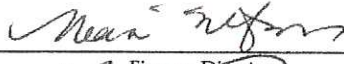
- ☐ 1. Commodity/Service is from the original manufacturer or provider. There are no other distributors. (Findings must be documented below or attached)
- ☐ 2. The product is an integral part of existing equipment. Other brands not interchangeable. (State manufacturer and model number of existing equipment 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)

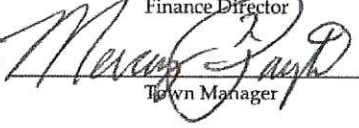
Explanation:

As of February 18, 2014 we had already used over 400 tons of sand to treat treacherous road conditions, this included 200 tons ordered in December 2013, for \$5,050.00. Due to the extreme snow event on 2/13-2/14/14 our sand stores had been depleted to a critical level. In order to restock and prepare for more inclement weather, DPW requests another 300 tons @ \$25.25/ton, for \$7,575.00.

On April 7, DPW will go to Council to ask for funding for these additional 300 tons for a total of 500 tons for the season. These purchases total \$12,625.00

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