

TOWN OF VIENNA

Request For Waiver

Req #	Dept Finance	Date 05/19/2014	Dept Head Signature 	Proposed Vendor Datamatx	Amount \$ 37,810.00
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 checked="" type="checkbox"/>	Emergency Procurement	<input 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:

The Town began using Datamatx for outsourced Water and Sewer bill printing for the July, 2013 bills. We added Vehicle License in September, 2013. They were able to produce a more user-friendly bill in a short period of time. To be able to eliminate our line printer we transferred Business License bills in January, 2014 and plan to add Dog License bills in November, 2014. Using one vendor gives us a standard workflow with a proven provider and a postage savings.

Total printing costs for 4 applications including paper totals \$11,810.


Total postage costs for 4 applications totals \$26,000. The total price from the vendor is \$37,810.

Reviewed by: 
Purchasing Agent

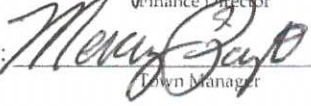
Date: 5/20/14

Reviewed by: 
Town Attorney

Date: 5/21/14

Reviewed and Approved by: 
Finance Director

Date: 5/21/14

Reviewed and Approved by: 
Town Manager

Date: 05/21/14