

TOWN OF VIENNA

Request For Waiver

Req # 3330	Dept DPW	Date 04/09/2015	Dept Head Signature 	Proposed Vendor HD Supply	Amount \$ 15,000.00
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:

HD Supply, vendor #6369, is our supplier of residential water meters and associated supplies. Riding City of Suffolk, Virginia contract #2014-00065-AT the Department of Public Works, Meter Division, requests an emergency waiver to increase FY15 spending by \$15,000.00 from account 50112-46016. This time of year brings an increase in requests for meter sets for addresses to receive a Certificate of Occupancy. As these meters are prepaid for, we cannot ask homeowners to delay receipt of a CO because we are out of meters.

The FY15 total spending is estimated not to exceed \$65,000.00.


This will go to Council on April 27, 2015

Reviewed by: 
Purchasing Agent


Date: 4/13/15

Reviewed by: 
Town Attorney

Date: 4/13/15

Reviewed and Approved by: 
Finance Director

Date: 4/13/15

Reviewed and Approved by: 
Town Manager

Date: 04/13/15