


## TOWN OF VIENNA

## Request For Waiver

Req #	Dept DPW	Date 04/01/2016	Dept Head Signature 	Proposed Vendor RJ Merkel	Amount \$ 1,462.00
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 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:

The Department of Public Works seeks permission to increase funds to the existing Purchase Order 20160023 for RJ Merkel under IFB 11-09 to incorporate additional projects that will include repainting crosswalks near an elementary school that were not on the contractor's original list

The additional funds of \$1,462.00 will come from account number 100-104-1041-14120-47408 to 100-104-1041-14140-43307. This will bring the purchase order total to \$21,462.00

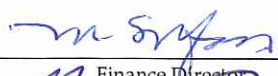
Date Council Will Consider Award: 05/09/2016

Reviewed by:   
Purchasing Agent

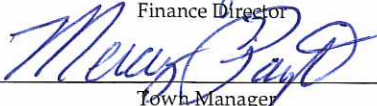
Date: 4/6/16

Reviewed by:   
Town Attorney

Date: 4/7/16

Reviewed and Approved by:   
Finance Director

Date: 4/8/16

Reviewed and Approved by:   
Town Manager

Date: 04/07/16