

**TOWN OF VIENNA, VIRGINIA  
NOTICE OF EMERGENCY PROCUREMENT  
IN EXCESS OF \$20,000  
WAIVER OF PURCHASING PROCEDURES**

**DESCRIPTION:**

The Department of Public Works seeks permission to increase funds to the existing Purchase Order 20160023 for RJ Merkel under IFB 11-09.

**BASIS:**

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 \$1,400.00 will come from account number 100-104-1041-14120-47408 to 100-104-1041-14140-43307. This will bring the purchase order total to \$21,400.00.

**DATE COUNCIL WILL CONSIDER AWARD:** 04/18/2016

**POSTING OF NOTICE:** Town Hall Public Notice Bulletin Board

  
\_\_\_\_\_  
Department Head

3/25/16  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Purchasing Agent

3/25/16  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Town Attorney

3/29/16  
\_\_\_\_\_  
Date

**NOTICE OF AWARD:** Pursuant to Virginia Code, paragraph 2.2-4301, the Vienna Town Council awarded the above referenced contract on \_\_\_\_\_. Council has made such determination on the basis of the facts described herein.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date