

# TOWN OF VIENNA

# Request For Waiver

Req #	Dept IT	Date 05/17/2017	Dept Head Signature 	Proposed Vendor Granicus, Inc.	Amount \$ 28860.00
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:

Granicus is the original installation vendor for the Town's agenda management and boards and commissions suite.

The following request is for the annual maintenance renewal for for agenda management suite, boards and commissions module, and video streaming services not to exceed \$28,860.00

Reviewed by:  Date: 5/18/17 Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Purchasing Agent Town Attorney

Reviewed and Approved by:  Date: 5/19/17  
Finance Director

Reviewed and Approved by:  Date: 05/22/17  
Town Manager