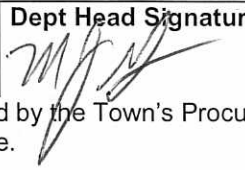


FY 18

## TOWN OF VIENNA

## Request For Waiver

Req #	Dept	Date	Dept Head Signature	Proposed Vendor	Amount
	DPW	6/22/17		Advanced Building Services	\$ 14,474.00
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)

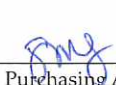
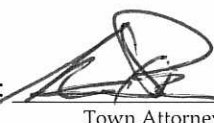
## Explanation:

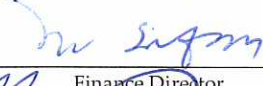
DPW Building Maintenance requests permission to waive standard procurement procedures to make an emergency purchase with Advanced Building Services (ABS) to replace the existing Trane 5 ton condensing unit and Reznor gas fired furnace. ABS will replace with a Carrier 16 SEER condensing unit and a Carrier 95+ gas furnace at the Northside Property Yard. This is the second unit that has stopped working at the Northside Property Yard this month.

DPW is utilizing Advanced Building Services per terms, conditions and specifications of IFB 12-12 and quote dated 06/21/2017.

Funds will come from account: CFO Funds

Date Council To Consider Award: 07/10/17

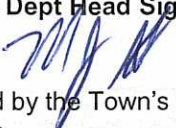
Reviewed by:  Date: 6/22/17 Reviewed by:  Date: 7/5/17  
Purchasing Agent Town Attorney

Reviewed and Approved by:  Date: 6/26/17  
Finance Director

Reviewed and Approved by:  Date: 6/26/17  
Town Manager

## TOWN OF VIENNA

## Request For Waiver

Req #	Dept DPW	Date 6/7/17	Dept Head Signature 	Proposed Vendor Advanced Building Services	Amount \$ 22,562.00
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 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:

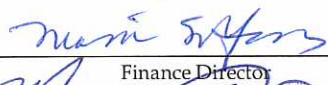
DPW Building Maintenance is requesting an emergency waiver to allow Advanced Building Services to replace the existing Trane model YCD151C4HCAA main rooftop unit. The A/C Rooftop Unit at Northside Property Yard went completely out over the weekend. Advance Building Services (ABS) has been maintaining this unit and has advised us (The Town) that this unit is on its last leg about a week ago, and Building Maintenance did not anticipate that it would be so soon.


Building Maintenance asked ABS for a quote for replacement thinking there was time to plan for it, but the need is now. Building Maintenance is asking for an emergency purchase to replace this unit, there is a three-week lead-time for shipment and that does not include travel time. Therefore, would not count on the installation by June 30, 2017. DPW is utilizing Advanced Building Services per terms, conditions and specifications of IFB 12-12 and quote dated 06/02/17.

Funds will come from account: 100-104-1041-14320-43308

Date Council To Consider Award: 07/10/17

Reviewed by:  Date: 6/8/17 Reviewed by:  Date: 7/5/17  
Purchasing Agent Town Attorney

Reviewed and Approved by:  Date: 6/8/17  
Finance Director

Reviewed and Approved by:  Date: 06/08/17  
Town Manager