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| Req # | Dept Fin | Date 5/4/18 | Dept Head Signature <i>Maria S. [Signature]</i> | Proposed Vendor Datamatx | Amount \$25,000 |
| 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:

The Town has prepared and paid for system modifications to use Datamatx for outsourced bill printing and mailing for the Water and Sewer and existing delinquent Vehicle License fee bills. They have done an excellent, accurate job, with the added advantage of giving the Town reduced supply and postage costs due to their contract with the Post Office and their economies of scale.

Total printing costs for two applications including paper and envelopes totals \$7,500

Total postage costs for two applications totals \$17,500. The total cost from the vendor is \$25,000.

Council will consider award on ~~May 21, 2018~~

June 4, 2018 ms

Reviewed by: *[Signature]* Date: 5/7/18 Reviewed by: *[Signature]* Date: 5/9/18
Purchasing Agent Town Attorney

Reviewed and Approved by: *[Signature]* Date: 5/9/18
Finance Director

Reviewed and Approved by: *[Signature]* Date: 05/10/18
Town Manager