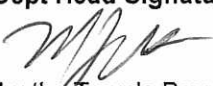


TOWN OF VIENNA

Request For Waiver


Req #	Dept DPW	Date 06/18/18	Dept Head Signature 	Proposed Vendor Potomac Mack	Amount \$22,900.00
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)
- X 7. None of the above apply. (State justification below and explain in detail)

Explanation: **BPO for 20180022**

We are requesting to spend a total of \$22,900 with vendor Potomac Mack. Unexpected repairs to truck #38 in the amount of \$7,574.09 caused the total spent with Potomac Mack to increase to \$22,900. DPW will present the request to spend these funds at the July 9, 2018 Council Meeting. We are riding Fairfax County Contract #400004577, expires 01/31/2019. Funds will come from account 100-104-1041-14133-46015.

 6-18-2018
Initiating Staff Date

Reviewed by:  Date: 6/19/18 Reviewed by:  Date: 6/20/18
Purchasing Agent Town Attorney

Reviewed and Approved by:  Date: 6/21/18
Finance Director

Reviewed and Approved by:  Date: 6/21/18
Town Manager