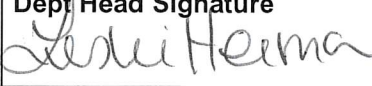


TOWN OF VIENNA

Request For Waiver

Dept P&R	10/3/19	Dept Head Signature 	Proposed Vendor American Tennis Courts	Amount \$990.00
A Request For Waiver is required by the Town's Procurement Policies and Procedures. Check the box below that best applies.				
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)
- ☒ 7. Competitive negotiation (or quotes) is either not practicable or not fiscally advantageous, as described below.
- ☐ 8. Confirming Purchase Order (Explain reason for expenditure without issuance of PO below)

Explanation:


The Town contracted with American Tennis Courts to resurface the Meadow Lane tennis and basketball courts at a cost of \$31,274.50. We would like to add pickle ball court lines to the tennis court at a cost of \$990. The contractor is currently at the site and can paint them while they are painting the tennis court lines. It is less expensive to have them paint the lines now and not have them return at a later date to paint the pickle ball court lines.

Mercury will inform Council of the \$990 increase to PO 20190158. An official approval by council will be presented at the November 4, 2019 council meeting.

Reviewed by: gmg 10/4/19 Date: _____
Purchasing Agent

Reviewed by:  Date: 10/9/19
Town Attorney

Reviewed and Approved by:  Date: 10/15/19
Finance Director

Reviewed and Approved by:  Date: 10/15/19
Town Manager

Harrington, Joy

From: Herman, Leslie
Sent: Tuesday, October 8, 2019 1:50 PM
To: Harrington, Joy
Subject: FW: Meadow Lane pickle ball courts lines

Joy,

Please use the email below as documentation that council approved the additional funding of \$990 for pickle ball lines on the Meadow Lane pickle ball courts.
I'll also forward you the email I sent to council.

Thanks,
Leslie

Leslie Herman

Director
Town of Vienna Parks and Recreation
Vienna Community Center
120 Cherry Street SE
Vienna, VA 22180
703.255.6356 (office)
703.255.6399 (fax)
www.viennava.gov



From: Herman, Leslie <leslie.herman@viennava.gov>
Sent: Saturday, October 5, 2019 12:15 PM
To: Payton, Mercury <Mercury.Payton@viennava.gov>
Subject: Meadow Lane pickle ball courts lines

Mercury,

I received 4 approve votes from council for the pickle ball court lines at Meadow Lane - Linda, Laurie, Howard and Steve. I have not heard from the others. Since I have majority number I will let the contractor know he can paint the lines on Monday.

Thank you,

Leslie

Get [Outlook for iOS](#)

Harrington, Joy

From: Herman, Leslie
Sent: Tuesday, October 8, 2019 1:51 PM
To: Harrington, Joy
Subject: FW: Meadow Lane Tennis Court Resurfacing - request to approve additional spending of \$990

See below for documentation.

Thanks,
Leslie

Leslie Herman

Director
Town of Vienna Parks and Recreation
Vienna Community Center
120 Cherry Street SE
Vienna, VA 22180
703.255.6356 (office)
703.255.6399 (fax)
www.viennava.gov



From: Herman, Leslie
Sent: Friday, October 4, 2019 11:01 AM
To: COUNCIL <council@viennava.gov>
Cc: Payton, Mercury <Mercury.Payton@viennava.gov>; King Jr, John <john.king@viennava.gov>; Serfass, Marion <MSerfass@viennava.gov>; Briglia, Steven <SBriglia@viennava.gov>
Subject: Meadow Lane Tennis Court Resurfacing - request to approve additional spending of \$990

Dear Honorable Mayor DiRocco and Town Council members,

I would like to request your approval to spend an additional \$990 to paint pickle ball lines on the Meadow Lane Park tennis courts.

Council approved spending of \$31,274.50 on July 9, 2018 with American Tennis Courts for the Meadow Lane Park tennis and basketball courts.

The pickle ball court lines are an add on and will be placed on the two tennis courts.

If the majority of council approves this additional spending, I will include it as an agenda item on the November 4, 2019 council meeting for official approval.

I would like to receive your response by Sunday, October 6 at 10pm. The company is currently at the courts painting the lines. They will come back Monday to add the pickle ball lines.

If you could let me know your response early today, the company might be able to finish up the job by the end of today.

Thank you for your consideration and have a great weekend.

Hope to see you at Oktoberfest.

Sincerely,

Leslie

Leslie Herman

Director

Town of Vienna Parks and Recreation

Vienna Community Center

120 Cherry Street SE

Vienna, VA 22180

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