


TOWN OF VIENNA

Request For Waiver

Dept	Date	Dept Head Signature	Proposed Vendor	Amount
P&R	06/17/2022	<small>DocuSigned by:</small>  <small>06/21/22 11:05 PM EDT</small> <small>413A041AB77C45F...</small>	Brooke Rentals	\$ 3992.25

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 checked="" type="checkbox"/>	Waive Purchase Procedures	<input type="checkbox"/>
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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:

Due to a nationwide shortage of pyrotechnicians the Town of Vienna's 4th of July Celebration had to be moved from July 4 to July 1. We were already struggling to find a third quote for a standard (but very large stage) to accommodate the United States Navy Concert Band (65 members). I've attached the two quote I received from Brooke Rentals and All Stage and Sound. I made phone calls to AR Event Rentals (Sterling) and Grand Rentals to request quote and neither were able to accommodate our request.

To to both the emergency nature of the event reschedule and the inability to obtain three different quotes we are requesting a waiver for the rental of the stage July 1 from Brooke Rentals. Updated quote for July 1 is also attached to this email.

Reviewed by: DocuSigned by: Gerald W. Amacker Date: 06/22/22 | 8:49 AM EDT 283B0CC9025F4A7...
 Purchasing Agent

Reviewed by: DocuSigned by: Steven D. Briglia Date: 06/23/22 | 11:01 AM EDT CED5098EBB494F1...
 Town Attorney

Reviewed and Approved by: DocuSigned by: Marion Surfass Date: 06/23/22 | 8:55 AM EDT D80B88B20E7D492...
 Finance Director

Reviewed and Approved by: DocuSigned by: Mercury Payton Date: 06/24/22 | 9:18 AM EDT 5BF6A83E2009459...
 Town Manager

