

# TOWN OF VIENNA

# Request For Waiver

<b>Dept</b> Police	<b>Date</b> 06/03/2024	<b>Dept Head Signature</b> DocuSigned by: 06/04/24   1:30 PM EDT <i>Jim Morris</i> A0D6532239134D1...	<b>Proposed Vendor</b> ENNIS	<b>Amount</b> \$ 3500
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A Request For Waiver is required by the Town's Procurement Policies and Procedures. Check the box below that best applies.

<b>Sole Source/Proprietary</b>	<input checked="" type="checkbox"/>	<b>Emergency Procurement</b>	<input type="checkbox"/>	<b>Waive Purchase Procedures</b>	<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:**

Ennis, Inc bought out Printech who was the provider for the Police Department's parking tickets and uniform summons. Ennis, Inc. is he the only company that has our specifically designed summon templates on file. To avoid expensive template design costs, the Police Department would like to continue ordering from Ennis, Inc.

\*\*\*\*\* \*\*\*\*\*FY 25 period beginning July 1,2024 June 31, 2025\*\*\*\*\*

Reviewed by: *Jerry Amacker* Date: 06/04/24 | 1:31 PM EDT Purchasing Agent  
 Reviewed by: *Steven D. Briglia* Date: 06/18/24 | 9:28 AM EDT Town Attorney

Reviewed and Approved by: *Marion Surfass* Date: 06/06/24 | 8:14 AM EDT  
 Finance Director

Reviewed and Approved by: *Mercury Payton* Date: 06/18/24 | 3:22 PM EDT  
 Town Manager