

TOWN OF VIENNA

Request For Waiver

Dept Police	Date 06/08/2022	Dept Head Signature DocuSigned by: <i>Jim Morris</i> 06/08/22 7:31 AM EDT D2552AC54F5A414...	Proposed Vendor RAD	Amount \$ 2790.00
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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.

Sole Source/Proprietary	<input checked="" type="checkbox"/>	Emergency Procurement	<input 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:

RAD Systems International is the sole provider for RAD Systems. There is no other company that can make or produce any RAD materials.

This is a confirming purchase order. Kristin Ruddy, a RAD instructor, placed the order for the manuals for an upcoming training class. She was advised that she must follow the Town purchasing procedures before making any purchases.

Reviewed by: *Gerald W. Amacker* Date: 06/08/22 | 7:54 AM EDT Purchasing Agent
 Reviewed by: *Steven D. Briglia* Date: 06/10/22 | 9:41 AM EDT Town Attorney

Reviewed and Approved by: *Marion Surfass* Date: 06/10/22 | 9:36 AM EDT
 Finance Director

Reviewed and Approved by: *Mercury Payton* Date: 06/13/22 | 5:19 PM EDT
 Town Manager



The R.A.D. Systems of Self Defense
 1406 S Range Ave Ste 1
 Denham Springs, LA 70726 US
 wright@rad-systems.com
 www.rad-systems.com

Invoice


BILL TO

Attn: Accounts Payable
 Town of Vienna Police Dept.
 215 Center Street South
 Vienna, VA 22180

SHIP TO

Kristin Ball
 Town of Vienna Police Dept.
 215 Center Street South
 Vienna, VA 22180

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
11481M	06/07/2022	\$2,790.00	07/07/2022	Net 30	

SHIP DATE
06/07/2022

SHIP VIA
UPS

TRACKING NO.
1ZW65V601277919770

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	2000	BPD Instructor Manuals	25	100.00	2,500.00

SUBTOTAL	2,500.00
SHIPPING	290.00
TOTAL	2,790.00
BALANCE DUE	\$2,790.00