

**TOWN OF VIENNA****Request For Waiver**

Dept	Date	Dept Head Signature	Proposed Vendor	Amount
DPW	06/29/2022	DocuSigned by: Michael Gallagher 06/29/22   12:15 PM EDT 808F50854DA7438	Virginia Utility Protection Svc # 1029	\$ 19,000.00

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 checked="" 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:**

BPO for FY23

The Department of Public Works requests permission to waive the competitive bids to use Virginia Utility Protection Services, LLC (VUPS) as a sole source vendor for the underground utilities locating call center for FY23 - period of 07/01/2022 - 0630/2023.

The Town is required to be a member of VUPS by the Underground Utility Damage Prevention Act. This is the only known utility marking coordinator recognized by all utility companies in Virginia.

Funds will come from the following accounts:

500-501-0000-50111-43308 \$9,500.00  
500-501-0000-50114-43308 \$9,500.00

Fiscal Year 23

Reviewed by: Gerald W. Amacker Date: 06/29/22 | 2:50 PM EDT Purchasing Agent  
Reviewed by: Steven D. Briglia Date: 06/29/22 | 3:26 PM EDT Town Attorney

Reviewed and Approved by: Marion Surfass Date: 06/29/22 | 2:51 PM EDT  
Finance Director

Reviewed and Approved by: Arcady Payton Date: 06/29/22 | 6:53 PM EDT  
Town Manager

