

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

Dept	Date	Dept Head Signature	Proposed Vendor	Amount
DPW	07/05/2022	DocuSigned by: Christine Homer 07/07/22   7:23 AM EDT CA95B0F2B7CA4E3...	Econolite Control Products Inc - 436	\$ 7,049.64
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>

**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 Department of Public Works - Traffic Engineering requests permission to waive obtaining quotes to use Econolite Control Products Inc. as a sole source vendor. Traffic Engineering is requesting for the Town's traffic cameras.

Quote # Q-08748-w3Q3, dated 06/01/2022, in the amount of \$7,049.64.

Funds will come from account: 100-104-1041-14140-48101.

Reviewed by: Gerald W. Amacker Date: 07/07/22 | 9:06 AM EDT Purchasing Agent

Reviewed by: Steven D. Briglia Date: 07/07/22 | 12:28 PM EDT Town Attorney

Reviewed and Approved by: Marion Surfass Date: 07/07/22 | 9:15 AM EDT Finance Director

Reviewed and Approved by: Arcangy Payton Date: 07/08/22 | 8:53 AM EDT Town Manager

