

TOWN OF VIENNA

Request For Waiver

Dept FINANCE	Date 06/21/2022	Dept Head Signature DocuSigned by: MARION SERFASS 06/21/22 9:55 AM EDT CF9C92BC8935409...	Proposed Vendor QUADIENT	Amount \$ 24700
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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 type="checkbox"/>	Emergency Procurement	<input type="checkbox"/>	Waive Purchase Procedures	<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:

The Town of Vienna has an agreement with Quadiant to prepay postage in \$2,000 increments. When funds are low postage meter is replenished. Based on the previous year, an estimate of \$24,000 for postage refill and \$700 on necessary supplies will cover postage and keep machine working properly.

Reviewed by: Gerald W. Amacker Date: 06/22/22 | 7:53 AM EDT Purchasing Agent
 Reviewed by: Steven D. Briglia Date: 07/03/22 | 7:44 AM EDT Town Attorney

Reviewed and Approved by: Marion Serfass Date: 07/01/22 | 4:01 PM EDT
 Finance Director

Reviewed and Approved by: Mercy Payton Date: 07/08/22 | 8:51 AM EDT
 Town Manager