

TOWN OF VIENNA**Request For Waiver**

| Dept | Date | Dept Head Signature | Proposed Vendor | Amount |
|---|--------------------------|--|------------------------------------|-------------------------------------|
| Econ Dev | 01/11/2023 | DocuSigned by: Natalie Monkon 01/11/23 5:39 PM EST 875CF7D02FA046F... | CoStar Realty Information, Inc. | \$ 5,225.52 |
| 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"/> |

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:

CoStar is a real estate database that is critical to fulfill key services provided to the business community within the Economic Development Division. The database provides current information related to the local and national real-estate market that is extensive. The database details information related to property management, leasing details per building and overall commercial intelligence necessary to assist in the retention or attraction of business in the Town. CoStar is the dominant software used by commercial real estate brokers and economic development agencies nationally. Its breadth of services makes it difficult to find a comparable product and the economic development staff has had training and experience using this product for the last seven years.

Please note that the Town is invoiced every six months by CoStar.

Reviewed by: Gerald W. Amacker Date: 01/12/23 | 8:02 AM EST Purchasing Agent

Reviewed by: Steven D. Briglia Date: 01/12/23 | 2:14 PM EST Town Attorney

Reviewed and Approved by: Marion Surfass Date: 01/12/23 | 8:14 AM EST Finance Director

Reviewed and Approved by: Mercy Payton Date: 01/12/23 | 4:38 PM EST Town Manager

