

TOWN OF VIENNA

Request For Waiver

Dept Police	Date 09/15/2022	Dept Head Signature DocuSigned by: <i>Jim Morris</i> 09/16/22 8:55 AM EDT A0D6532239134D1...	Proposed Vendor Westwood Country Club	Amount \$ 9,060.80
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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 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 Police Department will be hosting our 75th Anniversary in Town. This is the only venue that can accommodate all the guest for the size of the event.

This is the only venue in Town that can provide;

- * Table service
- * Food service
- * Formal setting
- * Adequate parking with valet service
- * Audio video equipment
- * Event coordinator provided by the westwood Country Club.

This venue is being paid for all from donated funds received for the event.

Reviewed by: Gerald W. Amacker Date: 09/16/22 | 9:15 AM EDT Purchasing Agent
 Reviewed by: Steven D. Briglia Date: 09/19/22 | 10:00 AM EDT Town Attorney

Reviewed and Approved by: Marion Surfass Date: 09/19/22 | 8:28 AM EDT
 Finance Director

Reviewed and Approved by: Mercury Payton Date: 09/19/22 | 11:21 AM EDT
 Town Manager

