

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

Dept	Date	Dept Head Signature	Proposed Vendor	Amount
DPW	09/23/2022	DocuSigned by: Christine Homer 10/03/22   7:11 AM EDT CA95B0F2B7CA4E3...	Comdor, LLC - 5534	\$ 16,414.79

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 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:**

DPW is requesting to waive procurement procedures to purchase doors for the IT department office renovation/move in Town Hall through Comdor LLC. Comdor has provided all of the other doors in Town Hall and they have the custom match stain to keep the continuity of the door scheme the same. Quote # 410788 Date 09/15/2022. Quote Total \$16,414.79.

Funds to come from Project Account: ARPA1IT-01-RENOVATE-Renovation; Acct # 130-320-9601-39920-48202.

Reviewed by: Gerald W. Amacker Date: 10/03/22 | 8:26 AM EDT Purchasing Agent  
 Reviewed by: Steven D. Briglia Date: 10/03/22 | 12:50 PM EDT Town Attorney

Reviewed and Approved by: Marion Surfass Date: 10/03/22 | 8:56 AM EDT  
 Finance Director

Reviewed and Approved by: Arcangy Payton Date: 10/06/22 | 4:53 PM EDT  
 Town Manager

