

TOWN OF VIENNA

Request For Waiver

Dept DPW	Date 11/13/2023	Dept Head Signature DocuSigned by: <i>Christine Homer</i> 11/13/23 2:58 PM EST CA95B0F2B7CA4E3...	Proposed Vendor KONE CRANES VENDOR# 5033	Amount \$ 6,269.82
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:

DPW VEHICLE MAINTENANCE IS REQUESTING TO WAIVE PURCHASING PROCEDURES TO UTILIZE KONECRANES INC TO REPAIR THE SHOP CRANE. VEHICLE MAINTENANCE RECENTLY HAD KONECRANES INC PERFORM AN ANNUAL INSPECTION OF THE SHOP CRANE ON 10/26/23 AND IT WAS DETERMINED REPAIRS WERE NEEDED THAT ARE OF AN URGENT NATURE. THIS EQUIPMENT IS ESSENTIAL TO THE OPERATION OF THE VEHICLE MAINTENANCE GARAGE. TO OBTAIN ADDITIONAL QUOTES WE WOULD HAVE TO PAY TO HAVE TWO OTHER COMPANIES TO COME OUT TO INSPECT AND GIVE QUOTES WHICH ISN'T FINANCIALLY FEASIBLE AS THE COST OF THE ANNUAL INSPECTION FOR KONECRANES WAS \$1,560.

FUNDS TO COME FROM ACCOUNT: 100-104-1041-14150-43308

Reviewed by: Jerry Amacker Date: 11/13/23 | 3:10 PM EST Purchasing Agent
 Reviewed by: Steven D Briflia Date: 11/13/23 | 6:04 PM EST Town Attorney

Reviewed and Approved by: Marion Surfass Date: 11/13/23 | 4:01 PM EST
 Finance Director

Reviewed and Approved by: Mercury Payton Date: 11/14/23 | 2:08 AM EST
 Town Manager

