


# TOWN OF VIENNA

# Request For Waiver

Dept	Date	Dept Head Signature	Proposed Vendor	Amount
P&R	05/17/2024	<small>DocuSigned by:</small> 05/17/24   8:41 AM EDT  <small>234747534DE4166...</small>	CITRON	\$ 6,604.58

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"/>
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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:**

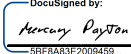
\*HAD TO BE RESUBMITTED BECAUSE PRICE CHANGED FOR AN EXTRA UNIT FOR THE COMMUNITY CENTER\*

The Parks and Recreation department would like to waive purchasing procedures for the purchase of sanitary disposal services for women. We have been researching companies that offer the service of providing hands-free sanitary disposal for our women restrooms. In the research we have found several companies that offer the equipment, but they don't remove and dispose of the waste. In wanting to stay true to the LEED Certification for the Community Center we need to find a safe and environmentally friendly way to dispose of the waste. The only company in our local area that provides this service is Citron Hygiene. Clarus, Cintas, Janibell, and Veclair are all places that offer the equipment for hands-free units but don't supply the service of removing and disposal of the waste. When I was talking to the Clarus representative he even stated the only local company that offers this kind of service is Citron Hygiene. Sole source letter attached. 100-107-1071-17130-43308

Reviewed by:  Date: 05/17/24 | 8:42 AM EDT  
283B0CC9025F4A7... Purchasing Agent

Reviewed by:  Date: 05/17/24 | 10:06 AM EDT  
CED5D98EBB494F1... Town Attorney

Reviewed and Approved by:  Date: 05/17/24 | 8:49 AM EDT  
D80B88B20E7D492... Finance Director

Reviewed and Approved by:  Date: 05/20/24 | 7:16 PM EDT  
5BF6A83E2009459... Town Manager

