

A request for waiver is required whenever there is intent to have an exception made for an Emergency, Single Source, Sole Source or a Waiver of Purchase Procedures/Ordinances.

An **Emergency purchase** is defined as a condition or occurrence of a sudden and unexpected nature threatening the public health, safety or welfare (provide details below).

A **Single Source purchase** is defined as the purchase of required good/service from one source because of Town standardization, warranty or other distinctive factors (provide details below).

A **Sole Source purchase** is defined as having only one practical source for the purchase of the required good/service e.g. proprietary technology, copyright or a supplier's unique capability (provide details below and attach Sole Source Letter from vendor or manufacturer).

Fully completed certificate are subject to review and approval by Department Director, Procurement, Finance Director and Town Manager.

Sole Source **Single Source** **Emergency Purchase**

Waiver of Purchase Procedures

Vendor Name: CADD Microsystems

CHECK JUSTIFICATION(S) BELOW THAT APPLY TO THE PROPOSED PURCHASE AND SUPPLY DOCUMENTATION/EXPLANATION AS REQUIRED

Commodity/Service is from the original manufacturer or provider. There are no other distributors. (Findings must be documented below or attached)

The product is an integral part of existing equipment. Other brands not interchangeable. (State manufacturer and model number of existing equipment below.)

Only known product that meets the specialized needs of the department to bring about continuity of results. (Explain in detail below or attached)

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)


Purchase of this item/service is of an urgent nature because it is essential to public health, safety & welfare. (Describe in detail below)


Unable to obtain 3 or more quotes for item/service (Explain in detail below or attached)

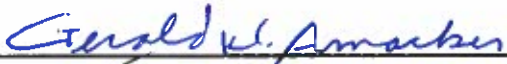
Competitive negotiation (or quotes) is either not practicable or not fiscally advantageous, as described below.


Confirming Purchase Order (Explain reason for expenditure without issuance of PO below)


Explanation: CADD Microsystems is a Bluebeam preferred public sector partner with experience working with municipalities. Town users require training in one or both of two uses of Bluebeam to coordinate and make comments on drawing submissions. The training sessions required are, Level I Bluebeam Essentials, and Level I Bluebeam View Mode. The second training class, Level I View Mode is a custom class developed by CADD specifically for Bluebeam users who will integrate Bluebeam into the EnerGov platform. This unique training, integrating Bluebeam into EnerGov platform is not available from other vendors. CADD Microsystem offers a unique course, which was developed by CADD Microsystem, within its training. No contract was available to ride for the specific training that CADD Microsystem has developed. Our IT department provided the necessary research to conclude this as our only option for the specific training required by our department.

Requestor:  Date: 5/7/21

Department Director:  Date: 5/6/21

Purchasing Agent:  Date: 5-7-21

Finance Director:  Date: 6/3/21

Town Manager:  Date: 6/7/21