

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: Grindline LLC

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: Grindline is the original designer of the skatepark in Trailside Park, built in 2010. The repairs necessary to the concrete and metal coping require experienced skatepark contractors and it is highly desirable that the work be completed by the designer who is familiar with the skate park, the quality of the concrete required, and the wear and tear the product is subject to. Quotes were previously sought for concrete repairs at the skatepark however the bidders were not found qualified for this specialized work. The scope and cost estimate (\$13,287), are included with this request. A Budget Transfer Request was sent on 3/8 and attached here. (\$15,000). Let me know your questions.

Requestor Cindy Roeder, Director, Parks and Recreation
Submitted 3/21/2022

Requestor: _____

Date: _____

Department Director: Cindy Roeder

Date: 3/29/22

Purchasing Agent: Gerald W. Amacher

Date: 3-29-22

Finance Director: BS

Date: 3-29-22

Town Manager: Wm. H. Roeder

Date: 3.30.22