

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:** PT Armor

***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)

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Explanation: The purpose of this request for a waiver of purchase procedures is to request a sole source waiver for PT Armor. The Herndon Police Department has outfitted the department external and internal ballistic vests through PT Armor. The ballistic vest provided by PT Armor has a 5 year expiration date and are made to be uniform in appearance for the entire department. In order to maintain uniformity in appearance, the department will need to continue purchasing the ballistic vests from PT Armor as the vests approach their expiration date. PT Armor is also a local business that is located in Springfield, VA and officers and new hires that are fitted for vests can go directly to PT Armor to get fitted and the turnaround time is generally within a week or two. This minimizes the downtime for a new hire and can place them on a patrol squad quicker.

Requestor: [Signature] Date: 7/12/22  
Department Director: [Signature] Date: 7/14/22  
Purchasing Agent: [Signature] Date: 07/18/2022  
Finance Director: [Signature] Date: 7/18/22  
Town Manager: [Signature] Date: 7.18.2022