Docusign Envelope ID: 9FC3C10E-0A14-8C7A-824F-0A022CAFB6AF

# TOWN OF VIENNA

## Request For Waiver

| Dept | Date | Dept Head Signature | Proposed Vendor | Amount |
|---|---|---|---|---|
| DPW | 11/17/2026 | Signed by: Marvin Lawrence 11/18/26 \| 9:09 AM EST D1AA24C3E1C6482... | OSBURN ASSOCIATES, INC | $ 14,168.77 |

A Request For Waiver is required by the Town's Procurement Policies and Procedures.
Check the box below that best applies.

| Sole Source/Proprietary | X | Emergency Procurement | ___ | Waive Purchase Procedures | ___ |
|---|---|---|---|---|---|

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

X 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:

OSBURN ASSOCIATES, INC. uses the only servicer of the sign machine at NSPY that uses TRAFFIC JET, TRAFFIC JET PLUS and is offered exclusively by AVERY DENNISON. TRAFFIC JET uses PROPRITARY COMPONENTS available only from AVERY DENNISON the EXCLUSIVE SOLE DISRIBUTOR that is sourced through OSBURN ASSOCIATES, INC.

Reviewed by: DocuSigned by: Jerry Amacker 293B0CC9025F4A7... Date: 11/18/26 | 10:17 AM EST
Purchasing Agent

Reviewed by: Signed by: Steven D. Briglia CED5D98EBD494F1... Date: 11/18/26 | 10:22 AM ES
Town Attorney

Reviewed and Approved by: Signed by: Steven Barlow 8E671E6AFD1844D... Date: 11/18/26 | 10:19 AM EST
Finance Director

Reviewed and Approved by: DocuSigned by: Mercury Payton 5BF8A83E2009459... Date: 11/18/26 | 10:51 AM EST
Town Manager