



IPI Waiver Request Form

Sales Office & Showroom: 1445 E Grand Ave, Des Moines, IA 50316
 P: 800-670-4537 | F: 515-242-5779 | www.iaprisoinnd.com

See page 2 for information on the Waiver Request process and instructions on submitting this Waiver Request.

<p>Department: Iowa Workforce Development</p> <p>Address: 4444 1st Ave NE Ste. 436 Cedar Rapids Iowa 52402</p> <hr/> <p>Contact Person: Carlos Vega</p> <p>Phone: 319.365.9474 ext. 31104</p> <p>Fax: 319.365.9270</p> <p>Email: carlos.vega@iwd.io wa.gov</p>	<p>Today's Date: 9-21-2016</p> <p>Date to Complete Project: As soon as possible</p> <hr/> <p style="text-align: center;">  State Agency Director's Signature </p>
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Explanation of Waiver Request:

The desks are part of the IWD Emergency Preparedness Plan. The computers for the plan are already on site and are awaiting for installation and programming. The Smartdesks are immediately available and will allow the Cedar Rapids office and IWD UI Division to put the Emergency operational plan testing with the new computers in place. Given the inexpensive costs of the Smartdesks and the time sensitive timeframe to get the equipment up and running, we are asking to get a waiver from IPI so we can proceed and get this set up so we can be prepared for an unexpected emergency.

Fill out completely the items to be purchased below or include an itemized quote with price, delivery and installation charges. For any modular order also include a copy of the drawing proposed. You may also attach your quote from the supplier you plan to purchase from in lieu of filling in the boxes below.

Product to Purchase: See attached documents

Stock #	Vendor	Brand	Quantity	Made in USA		Cost	Extended
				Yes	No		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
Total Extended Cost:							

Iowa Prison Industries Response:

Approved - Thank You

RECEIVED 10/3/2016

 10/4/2016
Approval Signature

Fax or E-Mail Request to IPI at (515) 242-5779 or bob.fairfax@iowa.gov



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The Waiver Request Process and Instructions

Please utilize the following process to request a waiver from purchasing from IPI. Full code language regarding this process is located below these instructions for reference.

1. Your Agency has determined that a product offered by IPI is not acceptable because of one of the following reasons:
 - a. Emergency circumstances
 - b. IPI is unable to meet the performance characteristics for the product
 - c. IPI is unable to furnish the needed products (comparable in both quality and price), within a reasonable length of time
2. Fill out page one of the IPI Waiver Request form in its entirety.
3. Send the completed form to Bob Fairfax, Sales & Marketing Director, by fax to 515-242-5779 or bob.fairfax@iowa.gov.
4. Waiver requests are typically processed within two business days and will be returned in the same method as received (fax or email).
5. Any disputes arising between IPI and an Agency regarding Waiver Requests shall be referred to the Director of the Department of Administrative Services. If DAS is the purchasing agency, disputes shall be referred to the Executive Council.

904.808 State purchasing requirements — exceptions.

1. A product possessing the performance characteristics of a product listed in the price lists prepared pursuant to section 904.807 shall not be purchased by any department or agency of state government from a source other than Iowa state industries, except:
 - a. When the purchase is made under emergency circumstances, which shall be explained in writing by the public body or officer who made or authorized the purchase if the state director so requests; or
 - b. When the state director releases, in writing, the obligation of the department or agency to purchase the product from Iowa state industries, after determining that Iowa state industries is unable to meet the performance characteristics of the purchase request for the product, and a copy of the release is attached to the request to the director of the department of administrative services for payment for a similar product, or when Iowa state industries is unable to furnish needed products, comparable in both quality and price to those available from alternative sources, within a reasonable length of time. Any disputes arising between a purchasing department or agency and Iowa state industries regarding similarity of products, or comparability of quality or price, or the availability of the product, shall be referred to the director of the department of administrative services, whose decision shall be subject to appeal as provided in section 8A.313. However, if the purchasing department is the department of administrative services, any matter which would be referred to the director under this paragraph shall be referred to the executive