



MODIFICATION (WAIVER) REQUEST

26-306
MR#
Assigned by Purchasing Div.

Date	Original RQ #	MR Description	
05/29/26	12725	Seepex Liberty Parts	
Department & Division		Department Head Signature	Estimated Cost
PW-WW		 Denise Koch (Jun 1, 2026 09:42:13 AKDT)	\$ 6078.25
Contact Name	Amanda Hatch	Contact Number	907-586-0393
Is this Procurement State or Federally funded? ☐ YES ☒ NO			

If this is a reoccurring MR, please complete the table below each FY

FY	RQ	\$ Amount	PO #

- ☒ **Sole Source:** The purchase of a commodity or service from the only known single source. *Attach verification.*
Code Provision: [53.50.090 \(c\)](#)
- ☐ **Class 2 Emergency:** A circumstance that poses a threat to the health, welfare or safety of the public.
Code Provision: [53.50.090 \(L\)](#)
- ☐ **Rider to Another Contract:** A vendor may extend another government agency’s bid or contract pricing to CBJ. The proposed purchase must meet CBJ purchasing requirements and must have been competitively bid.
Code Provision: [53.50.090 \(f\)](#) Agency: _____ Contract #: _____
- ☐ **No Substitute:** A request for a specific brand name and model number of a particular item to be purchased. The item must be available from more than one supplier.
- ☐ **Other:** Clear explanation is required. Code Provision: (if applicable) _____
Explanation:

Reason for Modification Request:

Please complete this form and attach all supporting documents.
Give complete, accurate, detailed explanation of your request. Please be specific.

Alaska Roteq is the sole source provider for Liberty Progressive Cavity pump parts for the state of Alaska region. Liberty parts are specifically designed to replace worn out pump components in critical Wastewater treatment equipment. Using non-compatible parts may lead to inefficiencies, increased costs, and potential risks to equipment and personnel.

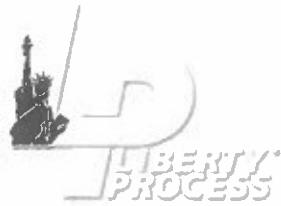
BEFORE SUBMITTING ENSURE THAT THE ABOVE IS COMPLETED

Approved By:

Renee Lores 6/3/26
Purchasing Officer Date

City Manager Date

Purchasing Officer Comments



Liberty Process Equipment, Inc.
2525 South Clearbrook Drive
Arlington Heights, IL 60005
Phone: 847-640-7867
Fax: 847-640-7855
www.libertyprocess.com

April 13, 2026

To Whom It May Concern:

Liberty Process Equipment, Inc. located in Arlington Heights, IL is a leading manufacturer and distributor of progressive cavity pumps and spare parts.

We are pleased to announce the appointment of Alaska Roteq, Inc. as our authorized representative and the sole source for Liberty progressive cavity pumps and products for your region.

No other company is authorized by Liberty Process Equipment to represent us or supply our products to your organization.

Please feel free to reach out to us regarding this subject if you need any additional information. Otherwise, please direct all inquiries for sales, service, and technical support to our authorized representative, Alaska Roteq.

Sincerely,

Steven M. Cachur
Sales Manager
Liberty Process Equipment, Inc.

AK Roteq Liberty Parts MR

Final Audit Report

2026-06-01

Created:	2026-05-29
By:	Amanda Hatch (Amanda.Hatch@juneau.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAQq2YPbZ6dZzF19bVM0gACNY9uj-aCM2K

"AK Roteq Liberty Parts MR" History

-  Document created by Amanda Hatch (Amanda.Hatch@juneau.gov)
2026-05-29 - 11:54:29 PM GMT
-  Document emailed to Denise Koch (denise.koch@juneau.gov) for signature
2026-05-29 - 11:55:07 PM GMT
-  Email viewed by Denise Koch (denise.koch@juneau.gov)
2026-06-01 - 5:41:37 PM GMT
-  Document e-signed by Denise Koch (denise.koch@juneau.gov)
Signature Date: 2026-06-01 - 5:42:13 PM GMT - Time Source: server - Signature Appearance Selected: DRAW
-  Agreement completed.
2026-06-01 - 5:42:13 PM GMT