



Assigned by Purchasing Div.

MR# 24-019

XX

MODIFICATION (WAIVER) REQUEST

Requesting Department & Division	Contact Name		Telephone #
Department Head Signature	Date	Original RQ #	Estimated Cost
<i>Katie Koester</i>			\$
Is this Procurement State or Federally funded?	YES	NO	

Reason for Modification Request:*Please complete this form and attach all supporting documents.**Give complete, accurate, detailed explanation of your request. Please be specific.***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:****Approved By:***Renée Lorse*

02/10/2023

Purchasing Officer**Date****City Manager****Date**

FY	RQ	\$ Amount	PO #	Purchasing Approval

Purchasing Officer Comments:

iWorQ is the only vendor capable of providing direct data entry into the current iWorQ asset management software. Using any other vendor to perform the assessment would require additional decoding.

Expiration Date: _____