CITY AND BOROUGH OF JUNEAU

26-122

MR# 26-122
Assigned by Purchasing Div.

MODIFICATION (WAIVER) REQUEST

Requesting Department & Division	Contact Name		Telephone #
Airport	Angelica Lopez-Campos		907-586-0960
Department Head Signature	**Date**	**Original RQ #**	**Estimated Cost**
[signature]	9/10/2025	12180	$ 15,000.00
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.

Request for sole source services to 'simplifying' JNU Financial (Rate Fee) Model per Board request. FRASCA developed JNU Financial Model in FY21 thru RFP 21-134. Due to Board's request to simplify JNU Financial Model; and due to JNU staff not having the expertise to make changes to JNU Financial Model, we need & request FRASCA's services.

⦿ **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:

Renee Loree — 09/15/2025
Purchasing Officer — **Date**

____________ ____________
City Manager — **Date**

FY	RQ	$ Amount	PO #	Purchasing Approval

Purchasing Officer Comments:

Expiration Date: ____________