



MR# **26-157**
Assigned by Purchasing Div.

MODIFICATION (WAIVER) REQUEST

Requesting Department & Division	Contact Name	Telephone #
Engineering & Public Works	Scott Klawonn	907-586-5247
Department Head Signature	Date	Original RQ #
<i>Daniel Kach</i>	09/26/25	12129
		Estimated Cost
		\$ 25,000.00
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.

Open purchase order to Les Schwab Tires is the only distributor in Juneau that maintains heavy equipment tires in stock, ensuring availability for emergency replacements. The requested amount is based on actual expenditures from prior fiscal years.



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:

Only distributor with heavy equipment tires in stock.

Approved By:

Renee Loree

Purchasing Officer

10/21/2025

Date

City Manager

Date

FY	RQ	\$ Amount	PO #	Purchasing Approval

Purchasing Officer Comments:

Expiration Date: _____

PLS Sign - MR 26-XXX Les Schwab (Heavy Eq. Tires)

Final Audit Report

2025-09-27

Created:	2025-09-24
By:	Caitlynn Votion (Caitlynn.Votion@juneau.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAWQ9TA8cnmSyTOlek-pjWQ2sX0HkZKdkc

"PLS Sign - MR 26-XXX Les Schwab (Heavy Eq. Tires)" History

-  Document created by Caitlynn Votion (Caitlynn.Votion@juneau.gov)
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