



MR# 24-349
Assigned by Purchasing Div.

MODIFICATION (WAIVER) REQUEST

Requesting Department & Division	Contact Name	Telephone #
Engineering & Public Works - Utilities	Collin Sielbach	907-586-0393
Department Head Signature	Date	Original RQ #
<i>Dennis Koch</i>	5/6/2024	
Is this Procurement State or Federally funded? ☐ YES ☐ NO		Estimated Cost
		\$ 9,000

Reason for Modification Request:

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

CBJ Utilities has relied on Lantec Q-Pac media for its consistent performance and compatibility with our condensing unit's design. With one set in service in the Kruger Dryer and a partial spare in inventory, acquiring another full set is crucial for seamless operations and minimal downtime during maintenance. Proactively replenishing our supply now is essential to control future expenses and sustain equipment longevity. Lantec Products is the supplier and manufacturer of the product.

- ☐ **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:

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Approved By:

Shelly Klawonn
Purchasing Officer

5/9/2024

Date

City Manager

Date

FY	RQ	\$ Amount	PO #	Purchasing Approval

Purchasing Officer Comments:

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Expiration Date: _____