



22-051

MR# _____
Assigned by Purchasing Div.

MODIFICATION (WAIVER) REQUEST

REQUESTING DEPARTMENT & DIVISION:	CONTACT NAME:	TELEPHONE:	
Public Works, Capital Transit	Rich Ross	907-789-6901	
REQUESTING DEPT. HEAD SIGNATURE:	DATE:	PR or Req#:	Estimated COST:
<i>[Signature]</i>	07/01/2021	8396	\$35,000
<i>Fill in the areas listed below that apply to this request. Please attach any supporting documentation (where applicable) to help in the evaluation process. Also include a completed purchase request.</i>			

Sole Source No Substitute Class 2 Emergency Emergency Bid Circulation

Rider to Another Contract

Explain: Splitting business equally between the suppliers in Juneau.

Other

IS THIS PROCUREMENT FEDERALLY/STATE FUNDED? YES NO

Give complete, accurate, detailed explanation of your request. Please be specific.

MODIFICATION REQUEST EXPLANATION: Open purchase order to Seaside Diesel, the only local dealer with the proprietary diagnostic software for CUMMINS Diesel motors and the authorized CUMMINS distributor that can supply engine parts for our buses. The engines installed in our buses were manufactured by CUMMINS. These parts are also to be purchased to maintain any CUMMINS warranty. We have 17 CUMMINS engines in our fleet of buses. They maintain an inventory of parts for the fit the engines used in Capital Transit's buses and are available to service & troubleshoot them in emergency situations. Capital Transit has been advised by the Controller's office to reduce the value of the inventory on hand. Capital Transit will review purchases for Cummins and if a purchase is to exceed \$5,000 for a specific job then there will be a review to determine the need for purchasing to issue a quote from other Cummins parts providers.

EXPLANATION OF REASONS FOR MODIFICATION REQUEST

<u>Sole Source:</u> The purchase of a commodity or service from the only known capable supplier.	<u>Emergency Bid Circulation:</u> A request to reduce the required bid advertisement period.
<u>No Substitute:</u> 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.	<u>Rider to Another Contract:</u> 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.
<u>Class 2 Emergency:</u> A circumstance that poses a threat to the health, welfare or safety of the public.	<u>Other:</u> The circumstance may be unique. Clear explanation is required. Provide appropriate code provision.

Purchasing Officer Comments: _____

ACTION TAKEN:

Approved (Date : 07/06/2021) Disapproved (Date : _____)
 Returned for further explanation (Date _____)

Renee A Loree

Purchasing Officer

City Manager

Date