CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

MR# 22-025
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#:**	**COST:**
	07/06/2021	8402	$50,000.00

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.

Sole Source ☒ No Substitute ☐ Class 2 Emergency ☐ Emergency Bid Circulation ☐

Rider to Another Contract ☐ Other ☐
Explain:

IS THIS PROCUREMENT FEDERALLY/STATE FUNDED? YES ☐ NO ☒

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

MODIFICATION REQUEST EXPLANATION: Open PO for Les Schwab-Ellison Tire Center for Tires. Les Schwab-Ellison Tire Center is the only local tire distributor that can supply the proper size tires needed for Capital Transit buses. They are also the only provider who can sipe and install the tires. They maintain an inventory of tires that fit the buses and can change them in emergency situations.

EXPLANATION OF REASONS FOR MODIFICATION REQUEST

Sole Source: *The purchase of a commodity or service from the only known capable supplier.*	***Emergency Bid Circulation:*** *A request to reduce the required bid advertisement period.*
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.*	***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.*
Class 2 Emergency: *A circumstance that poses a threat to the health, welfare or safety of the public.*	***Other:*** *The circumstance may be unique. Clear explanation is required. Provide appropriate code provision.*

Purchasing Officer Comments: _____

ACTION TAKEN:

☒ Approved (Date : 07/07/2021) ☐ Disapproved (Date : _____)
☐ Returned for further explanation (Date_____)

Renée A Loree

Purchasing Officer _____ City Manager _____ Date