MR# _22-081_
Assigned by Purchasing Div.

MODIFICATION (WAIVER) REQUEST

REQUESTING DEPARTMENT & DIVISION:	CONTACT NAME:	TELEPHONE:	
Airport Terminal	John Coleman	X0960	
REQUESTING DEPT, HEAD SIGNATURE:	DATE:	PR or Req#:	ESTIMATED COST:
Padui Kvalvalito	07/16/21		$19,795.68

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 ☒
Agency Name: Explain: 53.50.090c
Contract Number:

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

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

MODIFICATION REQUEST EXPLANATION: This is a sole source request for extended service and warranty for the OTIS elevator and escalator at the Airport. OTIS writes contract maintenance/repair agreements (extended service contracts) for their own equipment, and is the sole source for authorized warranty of their own OTIS products. FY22 prices: Down Escalator (OTIS machine #680738) $1,126.18/mo, Passenger Elevator (OTIS machine #815172) $523.46/mo. The elevator is now being kept operational only until the new terminal construction is given beneficial occupancy status—it has two new elevators, and the old one will be taken out of service.

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:

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ACTION TAKEN:

☒ Approved (Date: _7/21/2021_)   ☐ Disapproved (Date:_____)
☐ Returned for further explanation (Date_____)

Renée A Loree
_____   _____
Purchasing Officer   City Manager   Date

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