



MR# 22-092
Assigned by Purchasing Div.

MODIFICATION (WAIVER) REQUEST

REQUESTING DEPARTMENT & DIVISION:	CONTACT NAME:	TELEPHONE:	
HR/RM	Jennifer Mannix	907-526-5250, ext 4084	
REQUESTING DEPT. HEAD SIGNATURE:	DATE:	PR or Req#:	COST:
<i>Jennifer Mannix</i> for Dallas Hargrave	7/28/2021	8572	22,652.70
<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
 Other Explain:

IS THIS PROCUREMENT FEDERALLY/STATE FUNDED? YES NO

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

MODIFICATION REQUEST EXPLANATION In February 2021, the Eaglecrest bus had a significant accident requiring mechanical and body repairs to the bus. Seaside Diesel repair was the only repair shop at the time of accident that had the height required in the repair bay to handle the 28 passenger bus that was in need of repair. Juneau Tours was still a couple months away from finishing their high bay repair shop that would be available for contract work. Seaside is a very reputable shop that is known for quality work at market rate.

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 : 7/29/2021)
 Disapproved (Date : _____)
 Returned for further explanation (Date _____)

Renée A Loree _____ _____ _____
 Purchasing Officer City Manager Date