



MR# 22-104  
Assigned by Purchasing Div.

## MODIFICATION (WAIVER) REQUEST

<b>REQUESTING DEPARTMENT &amp; DIVISION:</b>	<b>CONTACT NAME:</b>	<b>TELEPHONE:</b>	
Engineering / Contracts	Greg Smith	586-0873	
<b>REQUESTING DEPT. HEAD SIGNATURE:</b>	<b>DATE:</b>	<b>PR or Req#:</b>	<b>COST:</b>
<i>Greg Smith for Katie Koester</i>	8/4/21	8598	\$54,175.00
<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: Shared use maintenance agreement.

**IS THIS PROCUREMENT FEDERALLY/STATE FUNDED?**    YES     NO

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

**MODIFICATION REQUEST EXPLANATION:** SECON and CBJ entered into an easement agreement that allows SECON to access SECON property at the end of the Lemon Creek Material Source Haul Road. The agreement specifies that CBJ will share road repair and maintenance with SECON as needed. Current road conditions require considerable work to repair potholes, chip seal, rap and asphalt. These repairs will improve access to the City scale, JPD impound lot and the Lemon Creek Gravel pit. Logically SECON would not hire a contractor to perform work that SECON is capable of doing on their own property and is the only provider of asphalt in Juneau. For these reasons, Engineering requests a waiver to bidding and requests a purchase order for the cost of work that will improve access to CBJ properties.

*EXPLANATION OF REASONS FOR MODIFICATION REQUEST*

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

Purchasing Officer Comments: \_\_\_\_\_

ACTION TAKEN:  
 Approved (Date : 8/5/21)     Disapproved (Date : \_\_\_\_\_)  
 Returned for further explanation (Date \_\_\_\_\_)

*Renée A Loree*
*DWR*
Date **8-5-2021**

Purchasing Officer \_\_\_\_\_ City Manager \_\_\_\_\_