



MR# **22-119**  
Assigned by Purchasing Div.

## MODIFICATION (WAIVER) REQUEST

REQUESTING DEPARTMENT & DIVISION:	CONTACT NAME:	TELEPHONE:	
1 Eaglecrest	Dave Scanlon	790-2000	
REQUESTING DEPT. HEAD SIGNATURE:	DATE:	PR or Req#:	COST:
<i>Dave Scanlon</i>	8/19/21		\$ 25,000
<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    
 Other Explain: \_\_\_\_\_

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

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

**MODIFICATION REQUEST EXPLANATION:**  
 Historically CBJ/Eaglecrest has found there are no other local transportation companies willing to provide the services need. First Student is the single known source for this service.

### EXPLANATION OF REASONS FOR MODIFICATION REQUEST

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

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

\_\_\_\_\_

\_\_\_\_\_

**ACTION TAKEN:**

Approved (Date : 8/20/21 )   
  Disapproved (Date : \_\_\_\_\_ )  
 Returned for further explanation (Date \_\_\_\_\_ )

*Renée A Loree*  
 Purchasing Officer \_\_\_\_\_ City Manager \_\_\_\_\_ Date \_\_\_\_\_