



MR# 23-110
Assigned by Purchasing Div.

MODIFICATION (WAIVER) REQUEST

Requesting Department & Division	Contact Name		Telephone #
Police	Jessie Paskowski		500-0684
Department Head Signature	Date	Original RQ #	Estimated Cost
<i>Acting Chief David Campbell</i> 	8/10/22		\$ 7,990
Is this Procurement State or Federally funded? <input checked="" type="radio"/> YES NO			

Reason for Modification Request:

*Please complete this form and attach all supporting documents.
Give complete, accurate, detailed explanation of your request. Please be specific.*

Two IT employees will attend the online course 'Microsoft Windows Server Hybrid Administrator Associate Certification Boot Camp'. The training is \$3,995 each and taught by Training Camp. Jeff Cordle will attend 9/12/22-9/17/22 and Branden Holloway will attend 9/26/22-10/1/22.

- Sole Source:** The purchase of a commodity or service from the only known single source. *Attach verification.*
Code Provision: 53.50.090 (c)
- Class 2 Emergency:** A circumstance that poses a threat to the health, welfare or safety of the public.
Code Provision: 53.50.090 (L)
- 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.
Code Provision: 53.50.090 (f) **Agency:** _____ **Contract #:** _____
- 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.
- Other:** Clear explanation is required. **Code Provision:** (if applicable) _____

Explanation:

Approved By:

Renée Loree

8/15/2022

Purchasing Officer

Date

City Manager

Date

FY	RQ	\$ Amount	PO #	Purchasing Approval

Purchasing Officer Comments:

Expiration Date: _____