



MR# 23-279  
Assigned by Purchasing Div.

### MODIFICATION (WAIVER) REQUEST

Requesting Department & Division	Contact Name		Telephone #
Department Head Signature	Date	Original RQ #	Estimated Cost
<i>Ross</i>		N/A	\$
Is this Procurement State or Federally funded?	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.*

**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:**

*Renee Lores*

02/28/2023

**Purchasing Officer**

**Date**

See Department Head Signature

**City Manager**

**Date**

FY	RQ	\$ Amount	PO #	Purchasing Approval

**Purchasing Officer Comments:**

**Expiration Date:** \_\_\_\_\_

## CLAA Contract MR

This contract formalizes the relationship between CBJ and Survey Point Holdings, Inc. and its subsidiaries, including Cruise Line Agencies of Alaska (CLAA), for use and scheduling of CBJ owned dock facilities. Under this contract, CLAA conducts scheduling and port agent services. Southeast Stevedoring conducts longshoring and provisioning. AMAK Towing conducts tug and barge operations. All companies operate under the parent company, Survey Point Holdings, to service the cruise lines that call on Juneau. This contract formalizes CBJ's role in scheduling city docks and protects CBJ in the event of an incident associated with Survey Point Holdings' operation of City facilities.

Survey Point Holdings is the only company providing cruise ship support services in Southeast Alaska and qualifies as a single source provider under CBJ's criteria. Survey Point currently provides all services listed above for all public and private cruise ship facilities in Juneau as well as for all cruise lines sailing to Alaska.