



MR# 23-071

Assigned by Purchasing Div.

## MODIFICATION (WAIVER) REQUEST

Requesting Department & Division	Contact Name		Telephone #
Department Head Signature	Date	Original RQ #	Estimated Cost
<i>Patricia K Wakto</i>		9229	\$
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:**

*Renée Loree*

7/19/22

\_\_\_\_\_  
**Purchasing Officer**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**City Manager**

\_\_\_\_\_  
**Date**

FY	RQ	\$ Amount	PO #	Purchasing Approval

**Purchasing Officer Comments:**

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