



MR# 23-066  
Assigned by Purchasing Div.

## MODIFICATION (WAIVER) REQUEST

Requesting Department & Division	Contact Name		Telephone #
Department Head Signature	Date	Original RQ #	Estimated Cost
			\$
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

7/15/22

**Purchasing Officer**

**Date**

7-15-2022

**City Manager**

**Date**

FY	RQ	\$ Amount	PO #	Purchasing Approval

**Purchasing Officer Comments:**

This MR is to in stock tires. Any tires needed to be ordered valued over \$5,000 will be submitted to Purchasing for quote.

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