



MR# 23-131
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> 	8/23/22		\$30,000
Is this Procurement State or Federally funded?	YES	<input checked="" type="radio"/> 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.*

See attached.

- 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

Purchasing Officer

8/24/22
Date

City Manager

Date

FY	RQ	\$ Amount	PO #	Purchasing Approval

Purchasing Officer Comments:

Expiration Date: _____

JPD's fleet mechanic position is currently vacant. JPD requests a sole source exemption to use Affordable Auto and Seal Pup to complete services and maintenance on JPD's fleet until the mechanic position is filled. JPD's fleet is primarily Ford brand. Affordable Auto and Seal Pup are the two Ford certified mechanic shops in Juneau. JPD operations cannot be sustained with vehicles out of service for long periods of time. In addition, JPD equipment is safety and security sensitive, and Affordable Auto and Seal Pup have been vetted as a trustworthy vendor. Services between Affordable Auto and Seal Pup will be split equitably as much as their workload allows.