



MR# 23-253  
Assigned by Purchasing Div.

**MODIFICATION (WAIVER) REQUEST**

<b>Requesting Department &amp; Division</b>	<b>Contact Name</b>		<b>Telephone #</b>
Airport	Travis Dybdahl		907-789-2740
<b>Department Head Signature</b>	<b>Date</b>	<b>Original RQ #</b>	<b>Estimated Cost</b>
<i>[Signature]</i>	01/26/23	9657	\$ 12,240.00
Is this Procurement State or Federally funded? <input type="radio"/> 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.*

Perform analysis of samples by certified laboratories including all associated administrative, materials and shipping costs. Admiralty Environmental is the only laboratory in Juneau and in Southeast Alaska that analyzes for the required parameters. Per regulatory holding times established by the EPA the samples have a need to be analyzed immediately. Report in a timely fashion all data to client in PDF format. Company is a sole source provider with ADEC certification.

- 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 Loree      01/30/2023  
**Purchasing Officer**      **Date**

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

FY	RQ	\$ Amount	PO #	Purchasing Approval

**Purchasing Officer Comments:**

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