



MR# 23-295  
Assigned by Purchasing Div.

## MODIFICATION (WAIVER) REQUEST

| Requesting Department & Division               | Contact Name |               | Telephone #    |
|--|--------------|---------------|----------------|
|  |              |               |                |
| Department Head Signature                      | Date         | Original RQ # | Estimated Cost |
| <i>Patricia K Wahto</i>                        |              | 9748          | \$             |
| 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:**

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

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

| FY | RQ | \$ Amount | PO # | Purchasing Approval |
|----|----|-----------|------|---------------------|
|    |    |           |      |                     |
|    |    |           |      |                     |
|    |    |           |      |                     |
|    |    |           |      |                     |

**Purchasing Officer Comments:**

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